

**Rutherford Public Library Board of Trustees  
Minutes for July 17, 2013 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Mr. Gerry Grenier Ms. Rose Inguanti Ms. Julie Kajouras Ms. Krista Vellis Ms. Pat Wester
Absent	Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Call to Order	The meeting was called to order at 7:05 p.m. by Ms. Inguanti

**2. Provisions of the Open Public Meetings Act**

Ms. Armacost read the provisions of the Open Public Meetings Act.

**3. President's Report**

**A. Agenda**

**Motion:** *To approve the agenda*

Moved: Fargo

Seconded: Wester

For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Vellis, Wester

Against:

Abstain:

**B. Approval of the Minutes**

**Motion:** *To approve the minutes of the June 19 open meeting*

Moved: Fargo

Seconded: Kajouras

For: Fargo, Grenier, Inguanti, Kajouras, Wester

Against:

Abstain: Armacost, Vellis

**Motion:** *To approve the minutes of the June 19 closed meeting*

Moved: Wester

Seconded: Fargo

For: Fargo, Grenier, Inguanti, Kajouras, Wester

Against:

Abstain: Armacost, Vellis



## 8. Other Reports

### A. Mayor

None.

### B. Foundation

Ms. Wester reported that the Foundation will have a booth at the Labor Day Street Fair and there will be an i-Pad raffle.

A meeting will be held between members of the Foundation and the Friends of the Library to clarify roles of each organization and begin to coordinate fundraising efforts.

The Gala committee will meet this summer in anticipation of a gala in early 2014.

### C. Legal

Mr. Hamer met with Mr. McCarthy to discuss both the letter of intent to the union and the contract with the architect.

## 9. Old Business

There was a discussion about the upcoming community focus groups related to the architectural plans. August 14 and 20 were the suggested dates. Mr. Hamer will send out the invitations.

Mr. McCarthy put together a motion in advance of a formal contract with AA Architectural, Inc.

**Motion:** *To retain AA Architectural, Inc., as engineer for the Rutherford Public Library for the following design services:*

- *Preparation of feasibility study and building status/maintenance report*
- *Preparation of conceptual renderings and design drawings*
- *Development of project specifications*
- *Preparation of bidding documents and assistance with RFP*
- *Qualification and recommendation of responsible bidders*
- *Pre-construction phase meetings and consultation with bidders/RPL Board*
- *Construction Administration and Management during construction project*
- *Project close out*

*Fees for the design and administration services shall be equal to 10% of the project costs and set at an initial not to exceed price of \$40,000 (anticipating a project value of approximately \$400,000). Any additional engineering fees must be approved by the RPL Board on good cause shown.*

Moved: Wester

Seconded: Armacost

For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Vellis, Wester

Against:

Abstain:

## 10. New Business

**Motion:** *To approve the appointment of Nancy Martin as a Library Associate at \$11.98/hour*

Moved: Fargo

Seconded: Wester

For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Vellis, Wester

Against:

Abstain:

Ms. Wester noted that the Library Trustee Institute will be held September 25 in Princeton.

## 11. Adjournment

**Motion:** *To adjourn the meeting.*

Moved: Armacost

Seconded: Kajouras

For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Vellis, Wester

There being no further business before the Board, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,



Rose Inguanti  
President