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 Harner, 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
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Vellis, Wester
Against: 
Abstain: 

Seconded: Wester

B. Approval of the Minutes

Motion: To approve the minutes of the June 19 open meeting
Moved: Fargo
For: Fargo, Grenier, Inguanti, Kajouras, Wester
Against: Armacost, Vellis
Abstain: 

Seconded: Kajouras

Motion: To approve the minutes of the June 19 closed meeting
Moved: Wester
For: Fargo, Grenier, Inguanti, Kajouras, Wester
Against: 
Abstain: Armacost, Vellis

Seconded: Fargo
C. Report of the President
Mr. Hamer gave a presentation to the Bergen County Board of Chosen Freeholders on behalf of BCCLS.

4. Hearing of Citizens
None.

5. Correspondence
None.

6. Director’s Report
The Library Monitors are reviewing the non-fiction collection with a goal to weed out approximately 10,000 volumes by the end of the summer. These are items that are out of date, no longer relevant and/or haven’t been checked out in the past 5 years. There will be a similar paring down of the fiction collection in the fall.

Many of the light fixtures have had ballasts replaced.

A community resident, Joyce Thomas, has offered to decorate the Park Avenue window.

One of the two sump pumps is inoperable and will be difficult to repair because of its location.

The new TV has been installed in the glass room and new computers are installed in the children’s room.

7. Committee Reports

A. Finance
Motion: To approve payment of bills enclosed in packet with four additions
Moved: Grenier Seconded: Wester
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Vellis, Wester
Against: 
Abstain: 

Mr. Grenier raised the issue of the $6,000 seed money that was provided by the Library to the Foundation for start-up costs in 2012. There was a discussion as to whether the funds were a gift or a loan. The minutes from August 2012 and October 2012 were reviewed. It was agreed that Mr. McCarthy will be consulted regarding this issue.
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