

**Rutherford Public Library Board of Trustees
Minutes for July 18, 2016 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Brenda Fargo Ms. Julie Kajouras Ms. Rose Inguanti Mr. James Rizzo Ms. Monica Rodriguez Ms. Krista Vellis (7:10pm) Ms. Pat Wester
Absent	Ms. Wendy Armacost Mr. Anthony Nicodemo
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. James McCarthy
Call to Order	The meeting was called to order at 7:01 p.m. by Ms. Inguanti

2. Provisions of the Open Public Meetings Act

Mr. Hamer read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: To approve the agenda
Moved: Rodriguez **Seconded:** Kajouras
For: Fargo, Kajouras, Inguanti, Rodriguez, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the June 20, 2016 open meeting.
Moved: Fargo **Seconded:** Wester
For: Fargo, Kajouras, Inguanti, Wester
Against:
Abstain: Rizzo, Rodriguez

The Board tabled the approval of the closed session meeting minutes from the May 16, 2016, the April 18, 2016 and the June 20, 2016 closed meetings.

4. Hearing of the citizens

Ms. Inguanti opened the hearing of the citizens. As no citizens requested to speak, the hearing was closed.

5. Correspondence

Mr. Hamer noted that the Library received a thank you note from the Recreation Department for providing facilities and technology support for the training of summer camp counselors.

6. Director's Report

Mr. Hamer reported on the re-opening of the Library. He commented on the excellent work of staff during the relocation of the Library, noting that they went far above and beyond the call of duty for the reopening.

Mr. Hamer shared that Mr. Sedlak indicated the preliminary inspections for construction allowed for the building to open, and that he would be arranging for final inspections. He will review punch list items with Mr. Sedlak.

Mr. Hamer highlighted outstanding furnishings, millwork and renovation items that are still in the works, and he commented on outstanding items that have been completed since the reopening.

Mr. Hamer encouraged Trustees to attend the New Jersey Library Institute, a trustee education opportunity.

Mr. Hamer commented that year-to-date overall circulation of Library materials is down approximately 15,000 compared to 2015, and that 5,000 of this is associated with reciprocal borrowing from other libraries. He said that considering the construction period the Library circulation has remained remarkably strong.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet with one addition
Moved: Rodriguez **Seconded:** Wester
For: Fargo, Kajouras, Inguanti, Vellis, Rizzo, Rodriguez, Wester
Against:
Abstain:

Mr. Hamer reported that auditing is upcoming.

8. Other reports:

Mayor (or Alternate)
No report.

Foundation

Ms. Wester commented about having a reception for the renovation. There was discussion about calendaring and the Board decided that it would schedule September 19th at 7 pm for a ribbon cutting, following a short business meeting at 6 pm.

Legal

Mr. McCarthy had meetings with Mr. Hamer and Mr. Sedlak today regarding payments. The original contract amount is \$253,000. Mr. McCarthy noted that this contract was negotiated at approximately 60% less than other bids from the original bidding process, which were rejected. Mr. McCarthy will work up the documentation.

To date, Sedco has been paid \$148,925. The next approved payment is for \$70,283; the Board discussed releasing of this payment. The retainage of \$33,792 will be released upon completion of the punch list.

10. Old Business

None

11. New Business

– Sedco payment application

Motion: To authorize payment of \$70,283 to Sedco, subject to the approval of the architect payment authorization.

Moved: Rizzo Seconded: Vellis

For: Fargo, Kajouras, Inguanti, Vellis, Rizzo, Rodriguez, Wester

Against:

Abstain:

– Personnel policy

The Board discussed background checks for employees, because the municipality raised the question to the Director as to whether the Library checks the background of new hires. There was discussions of the dimensions of implementing this type of policy. Ms. Inguanti will research this, and Mr. Hamer contact other Libraries for sample policies and to determine if they complete background checks.

11. Adjournment

Motion: To adjourn the meeting

Moved: Vellis Seconded: Fargo

For: Fargo, Kajouras, Inguanti, Vellis, Rizzo, Rodriguez, Wester

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cori Verdino". The signature is written in a cursive style with a large, prominent "V".

Cori Verdino