Rutherford Public Library Board of Trustees
Minutes for July 20, 2015 Meeting

Open Meeting

1. Roll Call

Trustees Present
Ms. Wendy Armacost
Ms. Brenda Fargo
Ms. Rose Inguanti
Ms. Julie Kajouras
Ms. Monica Rodriguez
Ms. Krista Vellis

Absent
Mr. James Rizzo
Ms. Pat Wester

Staff Present
Mr. Judah Hamer, Director

Others present
Mr. James McCarthy

Call to Order
The meeting was called to order at 7:12 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 with additions
Moved: Armacost  Seconded: Fargo
For:  Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against: 
Abstain: 

B. Approval of the Minutes

Motion:  To approve the minutes of the June 15 open meeting
Moved: Armacost  Seconded: Kajouras
For:  Armacost, Fargo, Inguanti, Kajouras
Against: 
Abstain:  Rodriguez, Vellis

C. Motion:  To approve the minutes of the June 15 closed meeting
Moved: Fargo  Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras
Against: Vellis, Rodriguez
Abstain: Armacost

Motion: To approve the minutes of the July 1 open meeting
Moved: Kajouras                Seconded: Fargo
For: Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against: Armacost

Motion: To approve the minutes of the July 1 closed meeting
Moved: Vellis                Seconded: Kajouras
For: Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against: Armacost

President's Report:

Ms. Inguanti reported that a survey was done in regards to the review of the Director. Packet of the review was handed out to Board members for their review. One suggestion that came out of this process was that the Director's job description should be reviewed.

4. Hearing of Citizens

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

5. Correspondence

None.

6. Director's Report

Mr. Hamer reported on the start of moving items in the Library in preparation of construction. The children's section has the greatest overall use and will be kept entirely accessible. CD's DVD's and new books make up half of adult circulation and will be moved. The older fiction and non-fiction books with the greatest levels of use will be relocated as well. Children's materials will be moved on August 12-14. This week the moving of reference was completed.

Chromebooks being purchased will help with public computing capacity in the temporary location. Verizon will be installing new drops to upgrade the Library to a business class bandwidth connection.

Library website went down last week because of an issue with authenticating the domain name. After about 8+ hours of phone-time with support it was reinstated.

Press release is being worked on regarding the renovation. A draft was distributed.
7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet
Moved: Rodriguez Seconded: Fargo
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against:
Abstain:

8. Executive Closed Session

None held.

9. Old Business

Need to present the renovation plan to the Mayor & Council at the meeting on July 27. Mr. Hamer will be there. Ms. Armacost volunteered to present on behalf of the Board.

10. New Business

Motion: To approve transfer of $75,000 from the Library’s capital account to the Library’s checking account in preparation for disbursement.
Moved: Armacost Seconded: Rodriguez
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against:
Abstain:

Motion: To authorize the Director to make temporary appointments of up to six (6) Library Monitors at a rate of $10.00/hour.
Moved: Fargo Seconded: Vellis
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against:
Abstain:

Motion: To authorize the closing of the Library on August 18-20.
Moved: Kajouras Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis
Against:
Abstain:

11. Legal Report

Mr. McCarthy reported on progress with the Architect on the renovation project that has been made since last meeting. The Architect met with the Contractor to discuss establishment of a pre-construction schedule, the permit process, and the coordination of other construction details.
12. Adjournment

Motion: To adjourn the meeting
Moved: Kajouras  Seconded: Armacost
For: Armacost, Fargo, Inguanti, Kajouras, Rodriguez, Vellis

There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

[Signature]

Cori Verdino