Rutherford Public Library Board of Trustees
Minutes for August 20, 2014 Meeting

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost	
	Mr. Jack Hurley	
	Ms. Rose Inguanti	(arrived 7:25 p.m.)
	Ms. Julie Kajouras	
	Mr. James Rizzo	(arrived 8:00 p.m.)
	Ms. Monica Rodriguez	
	Ms. Krista Vellis	
Absent	Ms. Pat Wester	
Staff Present	Mr. Judah Hamer, Director	
Others present	Mr. Jim McCarthy	
Call to Order	The meeting was called to order at 7:17 p.m. by Ms. Kajouras	

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 revised agenda*
Moved: Rodriguez Seconded: Hurley
For: Armacost, Hurley, Kajouras, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the July 16 open meeting*
Moved: Armacost Seconded: Hurley
For: Armacost, Hurley, Kajouras, Vellis
Against:
Abstain: Rodriguez

4. **Hearing of Citizens**
   Ms. Kajouras opened the hearing of the citizens. As no citizens were present to speak, the hearing was closed.

5. **Correspondence**
   None.

6. **Director's Report**
   The new accounting clerk has begun and all is working out well.

   The auditors have completed the on-site portion of the annual audit.

   Mr. Hamer is recommending the hiring of two new pages. Xavier McCourt volunteered in the Library previously. Two more pages will be recruited in the fall.

   The large print and non-fiction collections have been relocated. Temporary signs were made at Staples.

   The air conditioning problems are corrected. Mr. Hamer will be getting bids to replace the controller.

   BCCLS technicians completed a walk-through to assess our technology. They will assist with the temporary relocation of computers during construction.

   There was a brief discussion of our Wi-Fi set up and how it might change after construction. Mr. Hamer and Ms. Portugal are consulting with our technician to plan for the construction.

   Both the Friends of the Library and the Library Foundation will have a presence at the Labor Day Street Fair.

   The Foundation is planning an informal get-together in the Library on October 23rd.

   There was a brief discussion of the timetable for the construction project. Mr. McCarthy will discuss the status.

7. **Committee Reports**

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

8. Other Reports

A. Mayor
None.

B. Foundation
None.

C. Legal
Mr. McCarthy noted that the contract with AA Architects took 8 months to complete. He expressed concern with meeting the timetable originally outlined for the project, which would have had the bulk of the construction take place during the Library's slow period of January - February 2015. The bidding documents promised by AA are more than 3 weeks overdue.

Mr. McCarthy outlined three options for the Library at this stage:
1). Call a meeting with AA and insist on reviewing the required documents immediately
2). Advise AA that we are putting the project on hold due to missed deadlines
3). Terminate the deal with AA and proceed with another architect.

It was decided that Mr. McCarthy and Mr. Hamer will meet with AA and request that the required documents be provided no later than early September. A check for work already completed by AA will be issued by the Library but will not be tendered to AA unless this deadline is met.

9. Old Business
The status of the building improvements was previously discussed.

10. New Business

A. Energy Grant
Mr. Hamer presented the summary of the grant proposal from PSE&G to replace all light fixtures in the Library. Retail cost would be $98,000. Cost to us under the grant is less than $30,000. In order to qualify, we would have to do the work before the end of 2014.

Mr. Hamer answered questions about the light fixtures. He explained that in the past year we spent $8200 to replace old ballasts.

Projected energy savings total $24,000 per year.

The Board decided not to move forward at this time due to the uncertainty surrounding the construction project.

B. AA Architects

Motion: *To authorize the issuance of a check in the amount of $2500 to AA Architects for services rendered. The check will be held by the Library until certain deadlines are met.*
Moved: Vellis Seconded: Kajouras
For: Hurley, Inguanti, Kajouras, Rizzo, Rodriguez, Vellis
Against:
Abstain:

C. New Hires

Motion: *To approve the appointment of Xavier McCourt as a Page at $8.25/hour.*
Moved: Hurley Seconded: Rizzo
For: Hurley, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain:

Motion: *To approve the appointment of Lissette Munoz as a Page at $8.25/hour.*
Moved: Rodriguez Seconded: Hurley
For: Hurley, Inguanti, Rizzo, Rodriguez, Vellis
Against:
Abstain:

11. Adjournment

Motion: *To adjourn the meeting.*
Moved: Rodriguez Seconded: Hurley
For: Hurley, Inguanti, Rizzo, Rodriguez, Vellis

There being no further business before the Board, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Rose Inguanti

Rose Inguanti
President