Rutherford Public Library Board of Trustees
Minutes for August 21, 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. Monica Rodriguez
                          Ms. Pat Wester (arrived 7:15 p.m.)

   Absent                Ms. Krista Vellis
   Staff Present         Mr. Judah Hamer, Director
   Others Present        Mr. James McCarthy
   Call to Order         The meeting was called to order at 7:09 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
   Two successful focus group meetings were held with the community to discuss capital improvements.
   Mr. Hamer will prepare a summary for the Board’s review

   A. Agenda
      Motion: To approve the agenda
      Moved: Fargo         Seconded: Grenier
      For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rodriguez
      Against:
      Abstain:

   B. Approval of the Minutes
      Motion: To approve the minutes of the July 17 open meeting
      Moved: Armacost      Seconded: Kajouras
      For: Armacost, Fargo, Grenier, Inguanti, Kajouras
      Against:
      Abstain: Rodriguez
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
The Rutherford Recreation Department sent a thank you note to the Library for hosting children on a hot day in July when the Department's air conditioning broke down.

6. Director's Report
Mr. Hamer encouraged the Board to tour the mezzanine since the staff finished the weeding of the adult non-fiction collection. The adult fiction section will be tackled next.

DVD relabeling and reorganizing is completed.

Mr. Hamer requested that funds be transferred from the wages line item to the materials line item in the budget. The funds will be used for adult non-fiction and high-use reference materials.

Mr. McCarthy sent a letter of intent to begin negotiations with the union. The union responded that they would like to begin in October. The Board agrees that this is too late in order to have the negotiations completed by January 1, 2014.

7. Committee Reports
The finance committee will convene in the next 30 days to begin drafting the 2014 budget.

Mr. Grenier will be meeting with the portfolio managers to review our account.

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

8. Other Reports

A. Mayor
Ms. Inguanti spoke with the Mayor who expressed an interest in hearing the results of the focus group meetings.

A candidate for the open Board position has been identified and will be announced shortly.
B. Foundation
A Gala committee meeting will be held on August 22. The goal is to get more volunteers involved.

A joint Foundation/Friends meeting was held on August 21 to clarify the role of each organization in fundraising. It went smoothly and it was agreed to coordinate fundraising requests to avoid conflicts. Two members of each organization will be assigned as liaisons. The presidents of both organizations will acknowledge and sign off on the Donor Policy.

C. Legal
Mr. McCarthy spoke about the need to set a firm tone for the union negotiations so that the time available to complete the contract is used efficiently. He pointed out that, if the contract is not settled by January 1, 2014, no terms would be retroactive. The personnel committee will meet to identify key issues that might be raised by either party. Mr. McCarthy will reply to the union’s request to begin negotiations in October and encourage them to begin immediately.

9. Old Business
Mr. McCarthy asked for direction from the Board on the specifics of items to be included in the letter of agreement with AA Architects. The Board discussed the terms of the feasibility study which would include building infrastructure issues such as electrical and HVAC. Mr. McCarthy suggested an hourly fee with a “not to exceed” amount for this phase of the project. Mr. Hamer and Mr. McCarthy will speak with the architect to finalize this aspect.

10. New Business
Motion: To transfer $15,000 from the wages budget to the materials budget
Moved: Armacost Seconded: Fargo
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rodriguez, Wester
Against:
Abstain:

11. Adjournment

Motion: To adjourn the meeting.
Moved: Kajouras Seconded: Wester
For: Armacost, Fargo, Grenier, Inguanti, Kajouras, Rodriguez, Wester

There being no further business before the Board, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Rose Inguanti
President

August 2013
Page 3 of 3