

**Rutherford Public Library Board of Trustees
Minutes for August 22, 2016 Meeting**

Open Meeting

1. Roll Call

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

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: Rizzo **Seconded:** Wester
For: Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: To approve the minutes of the April 18, 2016, May 16, 2016 and June 20, 2016 closed meetings.
Moved: Rizzo **Seconded:** Wester
For: Armacost, Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain:

C. Approval of the Minutes

Motion: To approve the minutes of the July 18, 2016 open meeting.
Moved: Wester **Seconded:** Rizzo
For: Fargo, Kajouras, Inguanti, Rizzo, Rodriguez, Wester
Against:
Abstain: Armacost

4. Hearing of the citizens

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

5. Correspondence

Pat Wester reported on a donation and letter from Martha Lozada.

Mr. Hamer reported receipt of a letter of intent to negotiate from the union.

6. Director's Report

Mr. Hamer reported that remaining action items for the wrapping-up of the general contract for the renovation includes architect approval and minor punch list items for Sedco to complete. In addition, he indicated the need to install window treatments to replace the circa-1984 ones that were removed during the renovation. He is also obtaining quotes from locksmiths, so that work can be done related to changes in doors, due to the renovation. This will enable the staff effectively to limit public access to the lower level of the building when the auditorium is not in use for programming.

Mr. Hamer discussed following up with Andy Topp in order for him to undertake some minor adjustments to the main service point. Mr. Hamer is also researching slat wall for the wall by the new bathrooms, since this is an optimal location for merchandizing backlist fiction. He is also pricing out canopy tops for the shelving in the children's room, to finish off that space.

Mr. Hamer discussed how different groups of people use the library and have an interest in meeting at the Library. He also commented on the need for additional program space on the main floor and mezzanine because of the new emphasis on staff-led programs for adults, such as the technology and job-seeking classes. He noted that in the plans for a Phase 2 renovation there is a goal of installing a glass partition in the computer lab, which would finish off this space. He referred to the plans to create a flexible program space on the east side of the mezzanine, and he mentioned an interest in installing a glass partition in the young adult area, which doubles as instructional space during the day and program space several times a month.

Mr. Hamer reminded all that the Friends of the Library have scheduled their concert on Saturday, Sept. 17, with a reception at 2:30 pm, and the concert set to commence at 3:00 pm. He also noted the upcoming Ribbon Cutting Ceremony, scheduled for September 19 at 7 pm, after an earlier-than-usual Trustees Meeting planned to start at 6 pm.

Mr. Hamer remarked that there has been consistently positive feedback about the Library from the public, in reference to the renovation. Ms. Rodriguez asked if there were any complaints about noise levels; Mr. Hamer replied that there have not been.

7. Committee Reports

A. Finance

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

8. Other reports:

Mayor (or Alternate)
No report.

Foundation
Ms. Wester reported that a donor event is scheduled for September 29, 2016.

Legal
Mr. McCarthy had no open session report.

9. Closed Session

WHEREAS, the "Open Public Meetings Act" requires that a public body adopt a resolution at an open meeting before going into closed session to discuss a matter which excludes the public as permitted under Section 7b;

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees will hold a closed meeting on Monday, August 22, 2016 at 7:53 PM in the Library to discuss union negotiations.

BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

Motion: To go into closed session to discuss union negotiations.
Moved: Wester **Seconded:** Armacost
For: Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Wester
Against:
Abstain:

10. Old Business

None

11. New Business

– Door locks

Motion: To authorize the expenditure of capital funds on door locks, not to exceed \$5,000.

Moved: Fargo Seconded: Armacost

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

Against:

Abstain:

– Window treatments

Motion: To authorize the expenditure of capital funds on window treatments, not to exceed \$17,500 if for a non-state contract and up to \$25,000 for state contract.

Moved: Wester Seconded: Armacost

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

Against:

Abstain:

– Sedco – Final payment application

Motion: To authorize the final payment of \$33,792 to Sedco, subject to Sedco completing punch list, lien release, certificate of occupancy and architect review/approval of the final payment application.

Moved: Rizzo Seconded: Armacost

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

Against:

Abstain:

12. Adjournment

Motion: To adjourn the meeting

Moved: Armacost Seconded: Rodrogoez

For: Armacost, Fargo, Kajouras, Rizzo, Rodriguez, Wester

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:08 p.m.

Respectfully submitted,



Cori Verdino