Rutherford Public Library Board of Trustees
Minutes for September 18, 2013 Meeting

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Mr. Gerry Grenier Ms. Rose Inguanti Mr. James Rizzo Ms. Krista Vellis Ms. Pat Wester
Absent	Ms. Brenda Fargo Ms. Julie Kajouras Ms. Monica Rodriguez
Staff Present	Mr. Judah Hamer, Director
Others present	Mr. Jim McCarthy
Call to Order	The meeting was called to order at 7:10 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 modifications*
Moved: Wester Seconded: Vellis
For: Armacost, Grenier, Inguanti, Rizzo, Vellis, Wester
Against:
Abstain:

B. Approval of the Minutes

Motion: *To approve the minutes of the August 21 open meeting*
Moved: Wester Seconded: Armacost
For: Armacost, Grenier, Inguanti, Wester
Against:
Abstain: Rizzo, Vellis

C. **Report of the President**
Ms. Inguanti welcomed James Rizzo to the Board.

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 spoke about the progress made on organizing the mezzanine as a result of having a Library Monitor dedicated to the task.

The full suite of children's programming is up and running.

Staff illnesses have hampered progress on some projects.

Mr. Hamer explained that he is requesting two Library Associates be given permanent appointment so that they may provide substitute and Saturday coverage throughout the year.

The summary of the focus groups is completed.

Our statistics are on track. More patrons are using streaming instead of circulating DVDs. Reciprocal borrowing has doubled due to the new BCCLS system.

Mr. Hamer referenced two upcoming events: one in Hasbrouck Heights for Trustees and Friend and the annual Friends breakfast.

The annual New Jersey Association of Library Trustees business meeting will be held September 21st.

7. **Committee Reports**

A. **Finance**
Motion: *To approve payment of bills enclosed in packet*
Moved: Grenier Seconded: Armacost
For: Armacost, Grenier, Inguanti, Vellis, Wester
Against:
Abstain: Rizzo

Mr. Grenier reported that we are on track with our operating budget. The municipal allocation and state aid funds will be received shortly.

The Finance Committee met and prepared a draft of the 2014 operating budget. The Committee will meet with Borough officials in October. The final budget will be presented to the Board in November and to the Borough Council in January 2014.

8. Other Reports

A. Mayor
None.

B. Foundation
Ms. Wester reported on the Labor Day Street Fair and the mini iPad raffle which will be drawn on September 26th.

The gala committee met and has set February 13, 1014 for the gala at the San Carlo. The committee has expanded the number of people involved in the many tasks.

There will be a Foundation meeting in October to review the by-laws and elect officers.

9. Executive 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 Wednesday, September 18, 2013 at 7:47 p.m. in the auditorium 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*
Moved: Wester Seconded: Vellis
For: Armacost, Grenier, Inguanti, Rizzo, Vellis, Wester
Against:
Abstain:

RETURN TO OPEN SESSION
The return to Open Session was at 8:30 p.m.

10. Old Business
Mr. McCarthy reported that the draft contract with AA Architects has been prepared. He summarized the scope of work and the four phases into which the contract is broken down:

1. Feasibility study and design plans.
   Cost: Not to exceed $2,000.

2. Conceptual plans, construction plans and RFPs using a dual bid system.
   Cost: Not to exceed $5,000.

3. Administration of work.
   Cost: $33,000 ceiling but not more than 8% of the cost of the project.

4. Plans for lower level.
   Cost: Not to exceed $2,000.

Motion: *To authorize the Building and Grounds committee and the Director to work with counsel to review and finalize the AA Architects contract.*
Moved: Grenier Seconded: Armacost
For: Armacost, Grenier, Inguanti, Rizzo, Vellis, Wester
Against:
Abstain:

Mr. Hamer spoke about the summary of the stakeholder meetings. It was agreed that any Library partnerships and use of Library space must be in concert with the Library's goals and objectives. He will be sending the summary to those who participated along with a thank you note.

There was a brief discussion regarding rental policy.

11. New Business
Motion: *To approve the permanent appointments of Natalie Hofmann and Rebecca Scanlon as Library Associates at $11.98/hour.*
Moved: Wester Seconded: Armacost
For: Armacost, Grenier, Inguanti, Rizzo, Vellis, Wester
Against:
Abstain:

12. Adjournment
Motion: *To adjourn the meeting.*
Moved: Grenier Seconded: Vellis
For: Armacost, Grenier, Inguanti, Rizzo, Vellis, Wester

There being no further business before the Board, the meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Rose Inguanti

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President