

**Rutherford Public Library Board of Trustees
Minutes for January 24, 2022 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell Ms. Kat Fanning (arrived 7:04, left at 7:34) Ms. Brenda Fargo Mr. Jimmy Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Mr. Palmer Yale
Absent	None
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. James McCarthy (arrived 7:32pm)
Call to Order	The meeting was called to order at 7:00 p.m. by Ms. Armacost

2. Provisions of the Open Public Meetings Act

Ms. Vellis read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: To approve the agenda
Moved: Fargo **Seconded:** Yale
For: Armacost, Damell, Fargo, Rizzo, Rodriguez, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the December 13, 2021 open meeting.
Moved: Vellis **Seconded:** Rizzo
For: Armacost, Damell, Fargo, Rizzo, Vellis, Yale
Against:
Abstain: Rodriguez

The Mayor reached out for suggestions for a replacement for Anthony Nicodemo as the Mayor's Alternate. We have submitted two names for his consideration.

4. Hearing of the citizens

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

5. Correspondence – none

6. Director's Report

Ms. Corsillo reported:

- Finance – updated budget to reflect the latest quote from our IT vendor. Some lines have been adjusted to compensate for the added expense, but the bottom line is still the same. Network work will begin this week. Our lab computers are very slow, and Zoom is difficult for the staff because of the increased bandwidth. Current equipment is near end of life. The M&C cuts a check for our monthly requisition based on what we requested and then after approval it will be adjusted if necessary.
- There were some IT repairs that came out of the construction at the Bulldog Academy.
- The library is participating in a new program – NJ Health Connect. Aims to make things easier for patrons who don't have home internet to be able to do telehealth on a couple of iPads. RPL staff will be receiving training for the program. Once the grant period is over, we can keep the iPads and use for whatever we want going forward. We will promote the initiative through the Kip Center and other places.
- Applied to the mobile job center with the county. Many county-wide career resources were put on hold during the pandemic, so this was their solution. Resume help, interview practice etc. Not guaranteed to get it.
- Vendor – BrainFuse – has a memorial scholarship. Accepting nominations through March 1st. This is the first full year we had BrainFuse, so this is our first time participating. Just launched on Thursday. Any student who lives in Rutherford can apply, and two students will be submitted to the national contest.
- Personnel manual update is coming next month. The JIF changed verbiage that we need to update in ours. Ms. Corsillo is working on it.
- Covid spike, hours didn't expand on January 3rd as was planned. We are keeping an eye on the numbers before we expand the hours.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet

Moved: Rizzo Seconded: Yale

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To approve the 2022 Operating Budget as presented.

Moved: Vellis Seconded: Rodriguez

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: Approval of the 2022 Appropriation Request

Moved: Fargo Seconded: Yale

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale
Against:
Abstain:

Check signatories: Only are Ms. Armacost and Mr. Rizzo are signers at this time. We need two signatures on checks and when someone isn't available, it's difficult. Ms. Rodriguez offered to be a signer.

B. Buildings/Grounds – Email received from Joe Kelly – Business Administrator for the Board of Ed. Sent to Mayor, Borough Administrator, and Gretchen. There is a small leak on Chestnut St side of the library that is affecting the Bulldog Academy. We looked back in the minutes to see why it wasn't addressed when the issue was first raised in 2017. Because it's outside the building, it's a Borough expense. It's more of a preventive thing. They just did significant work from damage from Ida, and we don't want to jeopardize that. Jimmy spoke to the Mayor, who said the Borough will address the problem and repair it. Spoke with Mr. McCarthy about this as well. When we need to re-up the agreement, we should make sure it's clear who is responsible for what. Communication has gotten better recently

C. Foundation – Wendy has been taking some online classes hosted by a Friends group in St. Paul, MN. Good basic information for the Foundation. They have not had a meeting recently.

D. By-Laws – No report

E. Public Relations – No report

F. Strategic Planning – Survey is open for another week. 330 responses so far. Looking to find out why people aren't using the library and what we can improve.

G. Nominating – No report

H. Personnel – Closed Session

I. Mayor/Alternate – No report

J. Superintendent/Alternate – No report.

K. Legal – No report.

8. Old Business

- None

9. New Business

- **Election of Officers**

Motion: To approve the nomination and election of Wendy Armacost as President, effective January 1, 2022

Moved: Fargo Seconded: Vellis

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To approve the nomination and election of Monica Rodriguez as Vice President, effective January 1, 2022

Moved: Vellis Seconded: Rizzo

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2022

Moved: Yale Seconded: Vellis

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To approve the nomination and election of Krista Vellis as Secretary, effective January 1, 2022

Moved: Damell Seconded: Yale

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

- **2022 Committee Assignments**

- o No changes for 2022

- **BCCLS Certification of Agreement**

Motion: To authorize Gretchen Corsillo and Wendy Armacost to complete the 2022 BCCLS Certification of Agreement.

Moved: Fargo Seconded: Rizzo

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

- **Legal Counsel**

Motion: To appoint James McCarthy as legal counsel in accordance with the following resolution.

Moved: Rizzo Seconded: Yale

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

RESOLUTION TO APPOINT LEGAL COUNSEL

WHEREAS, the Library Board has determined that it is in the best interest to retain the professional set forth in this Resolution;

WHEREAS, the Library Board is familiar with the credentials of James McCarthy and has previously found that they have the requisite professional expertise and experience to assist the Library; and

WHEREAS, the Library Board has previously appointed James McCarthy as its Legal Counsel; and

WHEREAS, the Library Board seeks to enter an agreement to retain James

McCarthy for performance of professional services not to exceed the cost of \$20,000 for the year 2022;

NOW, THEREFORE, BE IT RESOLVED that James McCarthy is hereby authorized to serve as Legal Counsel for the Library.

10. 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, January 24, 2022 at 7:34 PM via Zoom to discuss a personnel matter.

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 adjust the director's salary at 4% to a total of \$114,400 per annum.

Moved: Yale Seconded: Damell

For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

Counsel will also amend her agreement to recognize the NJ law regarding her sick time and paid time off and will be in compliance with that law to the fullest extent. Ms Armacost will meet with Ms Corsillo to go over her feedback.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis Seconded: Yale

For: Armacost, Damell, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, February 28, 2022 at 7:00pm