

**Rutherford Public Library Board of Trustees
Minutes for January 11, 2021 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Mr. Anthony Nicodemo Mr. Jimmy Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Mr. Palmer Yale
Absent	None
Staff Present	Ms. Gretchen Corsillo
Others Present	None
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, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the December 14, 2020 open meeting.
Moved: Rodriguez **Seconded:** Vellis
For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

New Trustees will be appointed at the Mayor and Council meeting tonight – it should be Kristie Dammel (5-year term) and Kat Fanning (completing Ms. Kajouras term until 2023). They will be at the next meeting and they will get the training manual.

Ms. Corsillo sent an email about online training for strategic planning if anyone is interested. We will probably have a strategic planning committee, so taking this training might be helpful.

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

- Reopening – same status 25 people in the building with a 45-minute time limit. We haven't had a lot of problems. Any issues we are seeing come from computer users....removing masks, etc. The Library Code of Conduct is now hanging in the building as well. It helps to avoid arguments regarding the policies. If we need to scale back, a place to start would be on computer usage.
- Heating system maintenance was completed, and it's working well. The AC side needs repairs, probably late winter. Looking at about \$9,000 for those. It is in the budget.
- Alarm system repairs/upgrade was completed as well.
- New electronic sign delivery next week.
- Ms. Corsillo went to the Friends meeting last week. They are looking at running their annual pet photo contest virtually. Sara will help them. Should be easy to replicate. Looking at selling reusable grocery bags as a fundraiser. Looking into a Krispy Kreme fundraiser. Once approved they can do it any time. No books sales at this time.
- The Friends discussed how they are processing payment online for donations. They are not completely satisfied with PayPal and are looking into Venmo.
- Onboarding – met with every staff member. Going well. Nabil has been great showing Ms. Corsillo the building, etc.
- Proposed budget for 2021 has been created.
- Collection development – we did have some lags this past year. Depth of collection needed some catch up. Ms. Corsillo has worked on that.
- New - Overdrive Advantage – E-books and Audiobooks that Rutherford cardholders would have priority on. Used in Ho-Ho-Kus and it worked really well. Makes the waiting lists a little less. Allocated some money towards it in the budget.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet
Moved: Yale **Seconded:** Rizzo
For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

B. Introduction of proposed 2021 budget

Requesting 117K over the third of a mill - essentially the same as the last two years. Decreases meetings, travel etc. Collections largely the same except additional money has been allocated for the one-time expense of putting local papers on microfilm (begun in 2020 but not completed). More money into digital resources such as Overdrive Advantage, Value Line, etc. The BCCLS bill is a little lower in 2021. Tech is consistent. Money has been allocated for upcoming AC repairs. Board members were pleased with the Director's budget narrative. Ms. Corsillo and Ms. Armacost will have a meeting with the CFO, Council Liaison, and Council Finance Chair.

Motion: To authorize the Director to submit the request for appropriation for 2021 to the Mayor & Council in January.

Moved: Rizzo

Seconded: Yale

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

B. Buildings/Grounds – No report. Doug Wester offered to design a sign for the front of the building. Due to the upcoming addition of the digital sign, Ms. Armacost suggested placing it on the Park Avenue side of the building. No decision was made.

C. Foundation – Had a discussion with Ms. Wester prior to this meeting. Mailer has brought in about 5K combined. Ms. Wester is going to send out an email to let Foundation members know she has resigned. A virtual meeting will take place in February. Currently only one officer position (Treasurer) is filled; if anyone is interested in a position, they should let Ms. Armacost and Ms. Corsillo know.

D. Mayor/Alternate – No report.

E. Legal – Working on Personnel Manual.

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, 2021.

Moved: Rodriguez Seconded: Vellis

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

Motion: To approve the nomination and election of Monica Rodriguez as Vice President, effective January 1, 2021.

Moved: Rizzo Seconded: Vellis

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

Motion: To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2021.

Moved: Fargo Seconded: Rodriguez

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

Motion: To approve the nomination and election of Krista Vellis as Secretary, effective January 1, 2021.

Moved: Rizzo Seconded: Yale

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

- Committee Assignments

- o Committees – By-Laws, Donor Relations (aka Foundation), Finance, Personnel, Policy, Public Relations, - two that should be there that aren't - Strategic Planning and Nominating
- o Need a review of By-Laws
- o Need to know who would like to be on the Foundation – Rizzo, Yale and Vellis are now. We need one more trustee, per the Foundation by-laws.
- o Might not need a Policy committee. Most policies are coming from Director and discussed by the whole Board. That can be removed from the By-Laws.
- o Ms. Armacost will send an email letting everyone know what committees they are currently on and go from there. This will be discussed further in February when our new Board members are in place.

- BCCLS Certification Agreement

Motion: To authorize Gretchen Corsillo and Wendy Armacost to complete the 2021 BCCLS Certification of Agreement.

Moved: Fargo Seconded: Vellis

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

- Legal Counsel

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

Moved: Yale Seconded: Vellis

For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, 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 2021;

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

10. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis Seconded: Rizzo

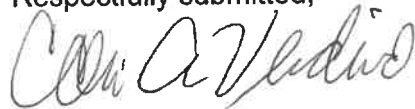
For: Armacost, Fargo, Nicodemo, Rizzo, Rodriguez, Vellis, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:38 p.m.

Respectfully submitted,



Cori Verdino