Open Meeting Held: Zoom Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Ms. Kat Fanning
   Ms. Brenda Fargo
   Mr. Jimmy Rizzo
   Ms. Monica Rodriguez
   Mr. Palmer Yale

   Absent
   Ms. Kristie Damell
   Mr. Anthony Nicodemo
   Ms. Krista Vellis

   Staff Present
   Ms. Gretchen Corsillo

   Others Present
   Mr. Ray Guzman

   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

   Mr. Yale read the provisions of the Open Public Meetings Act.

3. President’s Report

   A. Agenda

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

   B. Approval of the minutes

      Motion: To approve the minutes of the August 16, 2021 closed session meeting.
      Moved: Yale        Seconded: Rodriguez
      For: Armacost, Fanning, Rizzo, Yale
      Against:
      Abstain: Fargo, Rodriguez

      Motion: To approve the minutes of the September 20, 2021 open meeting.
      Moved: Rodriguez        Seconded: Fargo
      For: Armacost, Fargo, Rodriguez, Yale
      Against:
      Abstain: Fanning, Rizzo
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

A thank you card was received from Jane Tarantino for the board’s recognition of her 50th year of service.

6. Director’s Report

Ms. Corsillo reported:

– Finance – draft of the 2020 audit report received and will be voted on under New Business. One third mill is up 1% for 2022: $1,063,440. Still waiting on the state aid numbers.
– Friends of the Library – They are holding their fall book sale at the end of the month. Friday, October 29, Saturday October 30 and Monday November 1. They are collecting donations now until Saturday.
– Friends and Foundation are working on the joint mailer again this year. Ms. Corsillo is working with Linda Rynd and Kim Bogosian on the mailer.
– Foundation 9/23 event – went well. Ms. Corsillo informally brought up the upstairs as the next fundraising effort. There was a smaller group due to a rainstorm that night.
– May 7th is being held for the Gala
– There have been some problems with locks on the bathrooms. They have since been replaced. This was unrelated to the buzzer issue on the bathrooms, which seems OK for now.
– BCCLS will release a public facing app early next year that will provide access to the catalog and patron accounts. Long overdue. Ties into existing software, which should make it seamless. There will be an increase on the BCCLS bill this year to help pay for it. We have had patrons ask about it sporadically.
– Rutherford Day – shared table with the Borough. We would like to do it again next year. Residents signed up for library cards and the e-newsletter. We met a number of new residents and Felician students.
– There was a presentation for Jane and Mike Tarantino at Rutherford Day as well, including letters written from the school children.
– Marion Johnson is starting on 11/8. We are excited to get her on board. We will be bringing in a new part-timer as well. We had a couple of part timers who never came back after Covid and schedule changes etc. so we have been a bit short staffed and could use the help at this point.

7. Committee Reports
A. Finance

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

B. Buildings/Grounds – Bulldog Academy – we recently found out that they did sustain some mold damage during Ida. They are putting in a claim through their insurance. Ms. Corsillo is speaking with Joe Kelly and when they hear back, he will let her know. We are upgrading all the air filters and doing a comprehensive duct cleaning to be safe. It was due to be done anyway. Communication between the Board of Ed and the Library has been worked out. At this time, we don’t have a key to that area and we should, in case of emergency. Ms. Corsillo will discuss this with Joe Kelly.
The last few days the DPW has been completing the pocket park. It looks beautiful.

C. Foundation – No report

D. By-Laws – Ms. Rodriguez went over changes, which is mostly updating the document to reflect what we actually do now, changing what we don’t do anymore. Are term limits necessary? Most Boards don’t have them. We have a 5-year term which is state law, but we don’t limit the number of terms. No one seemed to think they were needed. Bylaws and Nominating should be standing committees.

Motion: To approve the proposed changes to the by-laws governing the Board of Trustees of the Rutherford Public Library as enclosed in the packet, with revisions discussed.
Moved: Rodriguez  Seconded: Fargo
For: Armacost, Fanning, Fargo, Rizzo, Rodriguez, Yale
Against:
Abstain:

E. Public Relations – No report

F. Strategic Planning – Ms. Corsillo - Meeting tomorrow night. The committee is working on developing a community survey, paper and digital version. We should have something by our next meeting.

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – Mr. Guzman reported Rutherford Day was a great event. It was a pleasure spending the day together. The Historic Preservation Committee has asked for help promoting their new historic walk – we have their flier up. Ms. Corsillo stated that there will be a large poster with a QR code in the window. There will be another walking tour coming soon for Lincoln Park and Sunset Park for Veterans Day. The mayor has requested that paper copies of the Rutherford Report be placed in the library where people can grab them. Roof repairs – getting another estimate, so no surprises. Mr. Guzman will work to get that into the budget.

J. Superintendent/Alternate – Students are going to the library during Library Tales. Start Strong testing is finishing this week.

K. Legal – No report
8. Old Business
    - None

9. New Business
    - Approval of revisions to the Computer Use Policy

    - **Motion:** To approve the revisions to the Computer Use Policy as presented in the board packet.
      Moved: Yale       Seconded: Rodriguez
      For: Armacost, Fanning, Fargo, Rizzo, Rodriguez, Yale
      Against:
      Abstain:

    - Approval of 2020 audit report draft
      o Comments were mostly because of it being an odd year and cover things that wouldn't be repeated.

    **Motion:** To approve the 2020 audit report draft from Wielkotz & Company, as presented in the board packet.
    Moved: Rodriguez       Seconded: Rizzo
    For: Armacost, Fanning, Fargo, Rizzo, Rodriguez, Yale
    Against:
    Abstain:

10. Adjournment
    **Motion:** To adjourn the meeting.
    Moved: Yale       Seconded: Rizzo
    For: Armacost, Fanning, Fargo, Rizzo, Rodriguez, Yale
    Against:
    Abstain:

    There being no further business before the Board, the meeting was adjourned at 7:45 p.m.

    Respectfully submitted,

    Cori Verdino