

**Rutherford Public Library Board of Trustees
Minutes for November 15, 2021 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell Ms. Brenda Fargo Mr. Jimmy Rizzo Mr. Palmer Yale Ms. Krista Vellis (arrived 7:18)
Absent	Ms. Kat Fanning Mr. Anthony Nicodemo Ms. Monica Rodriguez
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ray Guzman
Call to Order	The meeting was called to order at 7:01 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: Rizzo **Seconded:** Fargo
For: Armacost, Damell, Fargo, Rizzo, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the October 18, 2021 open meeting.
Moved: Yale **Seconded:** Rizzo
For: Armacost, Fargo, Rizzo, Yale
Against:
Abstain: Damell

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:

- State aid – quite a bit higher than last year. We will receive \$9,912. This was the first increase since 2011. Before that it was about \$18,000.
- Ms. Corsillo has begun work on the 2022 budget.
- Friends Booksale was held October 29 – November 1 and was very successful. They made about \$2,700.
- Ms. Corsillo presented sponsorship request to the Friends for next year. They generally fund children’s programs, half of the museum passes, and public performance licenses.
- Adding a pass to the Meadowlands Museum in 2022.
- Working on the joint mailer between the Friends the Foundation. Kim Bogosian is finishing it up.
- Working on estimates for duct cleaning. It costs a bit more than we thought. Ms. Corsillo is getting three estimates.
- Carpet cleaning in the auditorium downstairs was done. Upstairs needs to be done next, at some time when the library isn’t open.
- Next, Ms. Corsillo will be getting a roof assessment.
- The second phase of the beautification out front is done and beautiful.
- Marion Johnson, the new Tech Librarian started last week.
- Ms. Corsillo and Ms. Martin have completed interviews for a part-time Library Associate and selected one candidate for board approval.
- Book challenges are happening across the country. Ms. Corsillo reviewed the library’s material selection and circulation policies. Both are very strong. She is working with staff on what to do if they receive a challenge. There’s a form to fill out. The initial challenges goes through Gretchen and staff, but any appeals would go before the Board.
 - It is the right of parents to look at what their minor children have checked out.
- Bulldog Academy – they are starting repair work today and we weren’t made aware. They are taking out the carpet and cleaning up mold. We have requested access to the space. Mr. Paterno will be dropping off a key to Ms. Corsillo. Work being done shouldn’t affect us at all.
 - Ray offered to help with this if necessary.

7. Committee Reports

A. Finance

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

B. Buildings/Grounds – No report

C. Foundation – Gretchen, Kim and Wendy took Anne McCormack to lunch last week.

D. By-Laws – No report

E. Public Relations – No report

F. Strategic Planning – Meeting monthly. We have a draft of the survey. Timeline send out December 1st through January 31st. Next step will be focus groups.

G. Nominating – Committee – Ms. Fargo will chair

H. Personnel – No report

I. Mayor/Alternate – No report

J. Superintendent/Alternate – There will be a flyer going home to the parents about the survey.

K. Legal – No report

8. Old Business

- None

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, November 15, 2021 at 7:25 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.

10. New Business

- Approval of new hire

Motion: To approve the hiring of Carissa Ali for the part-time role of Library Associate.

Moved: Fargo Seconded: Damell

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

Against:

Abstain:

- December Board Meeting
 - o Last year we weren't able to do the annual holiday party.
 - o Scheduled to start at 6:30pm. How does everyone feel about it?
 - o Board was ok with it, but we will be flexible about cancelling it if there is a rise in the local Covid cases.
 - o Ms. Corsillo will double check with the staff.
- Ms. Damell asked if vaccines were mandatory at Borough Hall or in the Library. Ms. Corsillo asked about it but not sure if Borough Hall is going to require it. Ms. Armacost will look into it with Mr. Guzman.
- Ms. Rodriguez had surgery last week – flowers were sent

11. Adjournment

Motion: To adjourn the meeting.

Moved: Yale Seconded: Rizzo

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Cori Verdino