

**Rutherford Public Library Board of Trustees  
Minutes for December 13, 2021 Meeting**

**Open Meeting Held: Zoom Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell (arrived at 7:01) Ms. Kat Fanning Ms. Brenda Fargo Mr. Jimmy Rizzo Ms. Krista Vellis (arrived 6:39) Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo Ms. Monica Rodriguez
Staff Present	Ms. Gretchen Corsillo
Others Present	None
Call to Order	The meeting was called to order at 6:36 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:** Yale  
**For:** Armacost, Fanning, Fargo, Rizzo, Yale  
**Against:**  
**Abstain:**

**B. Approval of the minutes**

**Motion:** To approve the minutes of the November 15, 2021 open meeting.  
**Moved:** Yale                      **Seconded:** Fanning  
**For:** Armacost, Fargo, Rizzo, Vellis, Yale  
**Against:**  
**Abstain:** Fanning

**Motion:** To approve the minutes of the November 15, 2021 closed meeting.  
**Moved:** Fargo                      **Seconded:** Rizzo  
**For:** Armacost, Fargo, Rizzo, Vellis, Yale

Against:  
Abstain: Fanning

#### 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 – draft of the 2022 Budget was included in this month's board packet for review.
- Fundraising – The Friends/Foundation joint mailer is being sending this week. Kim Bogosian designed it. Extra copies were printed so they are available at the Library. It will also be posted on the library's website and Facebook page.
- Duct cleaning completed last Saturday. Over 100 lbs. of dust was removed. It hasn't been done since the current HVAC system was installed. Should be done every few years going forward.
- Reconfigured the entrance to make it more welcoming.
  - Comfortable seating closer to the front entrance
  - More seating available for the Children's area when needed
  - People are utilizing it already.
  - Is there a way to make the 2-story area look less cavernous? More of a cozy atmosphere.
- Personnel – fully staffed and employee on maternity leave will be back in January
- Holiday party – with the Covid situation as it is, it's just a small staff gathering this year. Hopefully next year we can go back to normal.
- Baring any major changes – Public Library Association Conference in person in Portland, OR. Ms. Corsillo is hoping to attend. This is a bi-annual conference specific to public libraries.
- Planning on going back to full hours January 3<sup>rd</sup> assuming that things don't change. (Monday-Wednesday 10-8, Thursday-Friday 10-6, and Saturday 10-4) Although there will be longer hours, it doesn't mean that everything will go back to all in person events etc. We will continue virtual and in person programs and events.

#### 7. Committee Reports

##### A. Finance

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

##### B. Buildings/Grounds – No report

**C. Foundation** – Mailer going out. Ms. Armacost and Ms. Corsillo attended an online seminar about Friends/Foundation type organizations. There were some good ideas. Gala date was wrong on the mailer – should be May 14<sup>th</sup>, not May 7<sup>th</sup>.

##### D. By-Laws – No report

##### E. Public Relations – No report

**F. Strategic Planning** – Survey is out. Almost 150 responses so far. Everyone, please share it frequently. In January, the committee will look at a survey specifically for teens.

**G. Nominating** – Ms. Fargo put together the slate – everyone is returning to their positions, if they are re-appointed as expected.

**H. Personnel** – Ms. Armacost, Ms. Damell and Mr. Yale will be doing Gretchen’s performance evaluation as soon as possible. Ms. Corsillo has handed in her self-evaluation. Please respond to the evaluation questions asap.

**I. Mayor/Alternate** – Mr. Rizzo reported that the Mayor was happy with everything happening at the library.

**J. Superintendent/Alternate** – No report.

**K. Legal** – No report.

## 8. Old Business

- None

## 9. New Business

- Introduction of 2022 Operating Budget
  - o Draft introduction – not very different from 2022. Total budget is \$1.2 million. We will request \$120,000 over the third of a mil.
  - o Final year of the current union contract. Will be increasing the Legal line item to cover the negotiation process.
  - o Historically the library has budgeted for “library monitors”, but this title has been retired from Civil Service and is no longer in use at RPL. This line will be removed from the Salary & Wage budget.
  - o BCCLS bill was previously in various parts of the budget. It is now consolidated under one line item.
  - o Raised the line item for conferences back to where it was pre-pandemic.
  - o Materials and content – feedback from the survey has been that patrons aren’t satisfied with physical collections, especially large print. Raised that line item to get more content in the collections.
  - o Trimmed physical media (DVDs etc.) as circulation is declining.
  - o Split digital services to be more accurate. Looking to add to this.
  - o Digitization of local papers has been completed. Left some on the line item to digitize some yearbooks from the 1910s that were found in the basement.
  - o Wi-fi connections aren’t great in auditorium and back offices. Working with tech vendor to see how we can improve those.
  - o General repairs – reduced back to what it had been before, now that HVAC repairs are complete.
  - o The Board will vote on the budget and appropriation request in January.

## 10. Adjournment

**Motion:** To adjourn the meeting.

Moved: Fargo                      Seconded: Rizzo

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:12 p.m.

Respectfully submitted,

*Cori Verdino*