

**Rutherford Public Library Board of Trustees  
Minutes for February 28, 2022 Meeting**

**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
Absent	Ms. Kristie Damell Ms. Krista Vellis Mr. Palmer Yale
Staff Present	Ms. Gretchen Corsillo
Others Present	None
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**

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

**3. President's Report**

**A. Agenda**

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

**B. Approval of the minutes**

**Motion:** To approve the minutes of the January 24, 2022 open meeting.  
**Moved:** Rodriguez      **Seconded:** Rizzo  
**For:** Armacost, Fanning, Fargo, Rizzo, Rodriguez  
**Against:**  
**Abstain:**

According to the current (2010) Memo of Understanding with the Borough, the library's annual cost share for insurance, utilities, etc. is \$230,000. This was brought up at the February 15 meeting with their Finance Committee and may be revisited in the future.

Also, Ms. Armacost is thinking about returning to in-person meetings. Perhaps a combination meeting at Borough Hall. Board members should think about it so it can be discussed at the March meeting.

#### 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 – Met with the Borough Finance Committee on February 15 to present the 2022 budget request.
- Technology – we are in the midst of the tech wifi upgrade.
- We are getting approximately half of our hotspots replaced for free due to the Sprint/T-Mobile merger. There have been some complaints that the older ones weren't working well.
- Minor HVAC upgrades have been performed. Several temperature sensors went bad and needed to be replaced.
- The Bergen County Commissioners have increased the county grant that BCCLS will receive from \$150,000 to \$175,000 for 2022. The county is happy with how the libraries stepped up during COVID. This money is split equally among the Bergen libraries.
- Ms. Corsillo has been appointed BCCLS Vice President this year. This is the final year of her three-year term on Executive Board.
- Updates to the library's Personnel Manual to bring it into compliance with recent JIF changes are still being worked on.
- Staff training – Brooklyn Public Library has a self-paced class called Information Literacy Instruction. Ms Corsillo and Technology Librarian Marion Johnson are taking it.
- Public Library Association Conference in March has added a virtual option from 3/22-3/25.
- Outreach – Reference Librarian Rhoda Portugal worked on a list of non-profits and community groups for the library's "Local Organization List". First version of the list is now out and will be shared with all participants as well as Borough Hall.
- On March 1 the library will return to its regular hours. We are bringing back more in person programs too. Keeping policy of masks for children's programs for now. Once the schools drop the requirement, we will re-visit.
- A bullying incident recently took place at the library involving some middle school students. We may need an additional part timer during the after-school rush - someone to get to know them better, be a presence in their areas, etc. Staff needed to look at the security cameras and the current system needs to be re-evaluated. The controls are in the ceiling, which isn't convenient and needs to be relocated. We used to have 16 cameras, now there are 8 and they aren't in good locations in the building. Quality of playback is low as well. Ms. Corsillo is looking at quotes to make updates or completely upgrade.
  - Ms. Rodriguez is going to look into the security system she has at work.

#### 7. Committee Reports

##### A. Finance

**Motion:** To approve payment of bills enclosed in packet  
**Moved:** Rizzo      **Seconded:** Rodriguez

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

**B. Buildings/Grounds** – Future roof came up in budget meeting.

**C. Foundation** – Gala, need to have a meeting.

**D. By-Laws** – No report

**E. Public Relations** – No report

**F. Strategic Planning** – Focus groups start next week.

**G. Nominating** – No report

**H. Personnel** – No report

**I. Mayor/Alternate** – No report

**J. Superintendent/Alternate** – Ms. Fargo asked if students will need to be masked for Library Tales visits. The kids won't need them in school or on the bus, so for a school trip to the Library, they aren't required there either.

**K. Legal** – No report

## 8. Old Business

- None

## 9. New Business

- None

## 11. Adjournment

**Motion:** To adjourn the meeting.

Moved: Fanning      Seconded: Rizzo

For: Armacost, Fanning, Fargo, Rizzo, Rodriguez

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

*Cori Verdino*

Next Meeting: Monday, March 21, 2022 at 7:00pm