

**Rutherford Public Library Board of Trustees
Minutes for February 8, 2021 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

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| Trustees Present | Ms. Wendy Armacost Ms. Kat Fanning Ms. Brenda Fargo Mr. Anthony Nicodemo Mr. Jimmy Rizzo Ms. Krista Vellis |
| Absent | Ms. Kristie Damell Ms. Monica Rodriguez Mr. Palmer Yale |
| 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: Vellis **Seconded:** Fargo
For: Armacost, Fargo, Nicodemo, Rizzo, Vellis
Against:
Abstain: Fanning

B. Approval of the minutes

Motion: To approve the minutes of the January 11, 2021 open meeting.
Moved: Vellis **Seconded:** Fargo
For: Armacost, Fargo, Nicodemo, Rizzo, Vellis
Against:
Abstain: Fanning

Welcome to Kat Fanning! She is our newest Board trustee. She has a Library background and has lived in Rutherford since 2018.

Ms. Armacost attended the Strategic Planning class that BCCLS presented. They encouraged pre-planning this year, but they think we should wait until post-pandemic to do serious planning.

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 – 35% capacity is now approved per the Governor, but Ms. Corsillo thinks we should stick with the numbers we have been working with at this point, per the recommendations of Mike Tarantino and Brian O’Keefe. We haven’t come close to hitting the maximum of 25 at this point anyway.
- Shelving installation is officially done, as the vendor returned in January to swap out some damaged parts. They also brought some replacement shelves to have on hand. The Borough has committed to paying for \$35,000 of the cost. We pay the vendor’s bill in full this month and then issue the Borough a bill for their part.
- Issues with lighting. They shut off over the new fiction shelves. This been happening for a while but has become more frequent in the last month. They were apparently not the proper type of fixtures for that part of the building and are shorting out the wires. The electrician is coming back tomorrow to fix them again. Ms. Corsillo is going to ask for a proposal to fix the issue instead of just replacing the wires. We will also get bids from a couple of local electricians.
- Delivery of electronic sign – brought to the DPW. They started working on marking out the location and making measurements, but now with the snow on the ground we will have to wait until everything melts.
- Fire Inspection January 27th - Emergency exit signs/lights were not working, but we have had them fixed. This was the only issue.
- Friends are hosting a fundraiser with Eros Café – 15% Cashola on Thursday the 11th. Also doing a Krispy Kreme fundraiser in March. Virtual Pet Photo contest in April and another bag sale – reusable shopping bags. Ms. Fanning’s husband is a graphic designer and would help out with something new for the tote design if the Friends would like.
- Ms. Corsillo created an Instagram account for the Library. @rutherfordlibrary Had a positive response since last week’s launch. Over 100 followers already.
- New - digital access to the Wall Street Journal. Had to cancel the New York Times last December because they tripled the price. We will keep the WSJ at least until after the pandemic.
- Ms. Corsillo and Ms. Armacost met with Ms. Fanning and Ms. Damell to provide a tour and introduction to the library. Ms. Corsillo has updated and digitized information for the trustee manual.
- Ms. Corsillo has given the statistics spreadsheet an update. Gives a little more context at a glance.

7. Committee Reports

A. Finance

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

Abstain:

B. Buildings/Grounds – Doug Wester would like to sponsor a sign. Ms. Armacost suggested this might be best for the Park Avenue side, since there is nothing there that indicates that this is the Library.

C. Foundation – Ms. Armacost will set up a Foundation Zoom meeting. Probably a good year to re-focus. No Gala this year.

D. Mayor/Alternate – Mr. Guzman is at the Mayor and Council meeting tonight. The budget will be reviewed and voted on in March.

E. Legal – No Report

8. Old Business

- Update on 2021 Board committee assignments, thus far (Armacost is a de facto member of all committees as President):
 - o Buildings and Grounds – Rizzo and Nicodemo
 - o Bylaws – Fargo, Rodriguez, Yale
 - o Foundation – Rizzo, Yale, Vellis
 - o Public Relations – Armacost
 - o Strategic Planning – Rodriguez and Fargo
 - o Nominating Committee – Fargo
 - o Finance – Rizzo and Rodriguez
 - o Personnel - Yale
- These will be updated with new members, as they chose the committees they are interested in.

9. New Business

- None

10. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis **Seconded:** Rizzo

For: Armacost, Fanning, Fargo, Nicodemo, Rizzo, Vellis

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:29 p.m.

Respectfully submitted,


Cori Verdino