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

Open Meeting Held: Zoom Meeting

1. Roll Call

   Trustees Present
   Ms. Wendy Armacost
   Ms. Kristie Damell
   Ms. Kat Fanning
   Ms. Brenda Fargo
   Mr. Jimmy Rizzo
   Ms. Monica Rodriguez
   Ms. Krista Vellis (arrived 7:13pm)
   Mr. Palmer Yale

   Absent
   Mr. Anthony Nicodemo

   Staff Present
   Ms. Gretchen Corsillo

   Others Present
   Mr. James McCarthy
   Mr. Ray Guzman

   Call to Order
   The meeting was called to order at 7:05 p.m. by Ms. Armacost

2. Provisions of the Open Public Meetings Act

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

3. President's Report

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

   B. Approval of the minutes
   Motion: To approve the minutes of the February 8, 2021 open meeting.
   Moved: Rizzo  Seconded: Rodriguez
   For: Armacost, Fanning, Fargo, Rizzo
   Against:
   Abstain: Damell, Rodriguez, Yale

   Ms. Armacost reported that she attended a BCCLS round table meeting last week. Small groups, very interesting topics and exchange of ideas. Most Libraries are open. Weehawken had an infectious disease person come and do an informational meeting for patrons.
   Public Relations committee – getting together soon to discuss recommendations and ideas.

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 – getting a bit busier. Per the Governor, indoor capacity can increase to 50% as of this Friday. We are still at the 25 people max and haven’t hit that point yet. The 5pm reopening time on Mondays and Wednesdays is getting rather busy, creating a bottleneck in the Children’s area. Ms. Corsillo is looking at reopening at 3pm instead like the other days, in an effort to alleviate the sudden 5pm rush. Even if we increase the capacity number, most visitors are coming into Children’s, so that isn’t really safe because of the size of the area. We will change hours beginning in April and look to see what we can do with space.
  - Tough to police social distancing between patrons, especially among children. Do we really want to have staff be in that position? Right now the focus is ensuring all visitors are wearing masks and adhering to time limits in the building.
  - We will all back Ms. Corsillo and the staff if they feel like they need to be responsible for this at different points, but Mr. McCarthy feels it is not required.
- Starting this month adult magazines will be back in circulation. People have been looking for them. They can check them out but can’t yet sit and read in the library. The will follow the same 72-hour quarantine as other library materials.
- Electronic sign getting installed this week.
- Ms. Corsillo met with Mr. Guzman and Ms. Tarantino about the Borough’s plan to revitalize the front area.
- AES is currently working on the HVAC work needed before restarting the A/C this summer. Hopefully, this will make the library a little more comfortable.
- Eagle Scout project - Gretchen met with the Mayor, Borough Administrator, Borough Arborist, and two Councilmembers regarding this. The Scout is currently fund raising. Work will begin this spring.
- Electrician has fixed the lights in Adult Fiction for the time being.
- Friends – Krispy Kreme fundraiser is underway through March 31. Pet Photo Contest will take place digitally next month, like Edible Books last fall. Very preliminary discussions about doing an outside book sale possibly in June or summer.
- Branding – Gretchen is working Randy Hawke and has narrowed his concepts to one final design. Will be showing that to the Public Relations committee soon.
- The library will be partnering with Arts Committee on a sketchbook project. They will provide at least 50 notebooks that people can borrow and add their own artwork and writing to. Hard copies will be available to check out, and they will potentially be digitized eventually. It is early on, probably a June launch. We might want to have a simple release form for the artists. McCarthy had this at another library where they give up rights to show the work.
- State report is done. Submitted on Friday. We usually get money from that in the fall. Last year we got approximately $7,800.

7. Committee Reports

A. Finance

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

B. Buildings/Grounds – Mr. Guzman met with Mr. Goldsack, the Mayor, Borough Administrator and Ms Corsillo regarding grounds improvement. Steve Addeo is on board with the Eagle Scout project in the
back. Front has a little bit of a noise factor. The outdoor lighting on the sides and rear of the building needs some attention. Mr. Guzman will check with DPW to make sure everything is working properly and request that they complete an annual check of the lights. This is also a safety issue. He's happy to hear about the Director's branding project for the library. We are planning on branding the Borough as well.

Budgets have been delayed – more information will be available toward the end of the month. The Finance Committee is awaiting information from the state. The Rutherford Newsletter had some Library information in it from Ms. Corsillo.

C. Foundation – Meeting hopefully in the next couple of weeks. Palmer will be secretary. Jimmy is treasurer, still need Pres and VP.

D. Mayor/Alternate – See Buildings/Grounds

E. Legal – Mr. McCarthy has something for Foundation that needs to get done. Also, should library computer access be only for residents? If that is an issue, it has been done successfully in other libraries. Ms. Corsillo stated that we haven't had that issue at this point.

8. Old Business

- Update on 2021 Board committee assignments. Some committees still need chairs, and Personnel needs one more member. Ms. Armacost will send an email after the meeting confirming the current committee assignments and highlighting which committees need volunteers.

9. New Business

- Inclement Weather Policy – Proposed – Generally if schools are closed, library is closed, but it's a little different with remote learning. This has never been a formal policy, and should be standardized. Do we need something that gives us a little more flexibility? May be more “general” and the RPL retains the discretion to remain open or close. Ms. Rodriguez mentioned that we are a heating/cooling center as well. Mr. Guzman clarified that this is a separate thing and part of OEM's operation; they would reach out to Ms. Corsillo if such a situation arises. This can also be for when the Library needs to close for any other emergency. Re-name it “Emergency Closing” - more broad than just inclement weather. Anytime circumstances make it unsafe.

Motion: To enact Rutherford Public Library Emergency Closing Policy, as discussed.
Moved: Yale Seconded: Rizzo
For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

10. Adjournment

Motion: To adjourn the meeting.
Moved: Vellis Seconded: Rodriguez
For: Armacost, Damell, Fanning, Fargo, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Con Verdino

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