

**Rutherford Public Library Board of Trustees
Minutes for April 19, 2021 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell Ms. Kat Fanning (arrived at 7:04) Ms. Brenda Fargo Mr. Jimmy Rizzo Ms. Krista Vellis Mr. Palmer Yale (arrived at 7:14)
Absent	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 7:00 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:** Damell
For: Armacost, Damell, Fargo, Rizzo, Vellis
Against:
Abstain:

B. Approval of the minutes

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

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:

- Reopening – expanded hours on Mondays and Wednesdays are going well so far. It cut down on the bottle neck at 5pm. Opening at 3pm every weekday now.
- Safety restriction numbers are still good. Went from 50 patrons down to 25 around Thanksgiving. If things continue to trend down, we will probably go back up to 50 patrons.
- Ms. Armacost asked if closing in the middle of the day was still necessary. Ms. Corsillo said it's a bit of a staffing issue, as well as quarantining the books issue. At the April 28 BCCLS Executive Board meeting, continuing the delivery quarantine will be discussed. We will use this decision to inform our quarantine practices for returns.
- Magazines have been put back out in circulation. There's not a huge demand but there are people excited to see them.
- The digital new sign is installed, and it looks really great. Thanks to DPW.
- Ms. Corsillo met with Councilmen Guzman and Goldsack and Mr. Addeo to finalize plans for the front plaza revamp. Mr. Addeo has begun soliciting bids for the project, which aims to be completed this year.
- The Friends are doing an outdoor book sale – first Friday and Saturday of June. The rain date will be the next weekend. Donations starting in May. Ms. Corsillo is working on building guidelines for donations. It will be in the back garden. Will let Bulldog Academy know when timing of the sale is finalized.
- The Friends are also holding their Pet Photo Contest all online. To vote in the People's Choice category will cost \$2, and proceeds will benefit the Friends. There are over 50 entries so far.
- \$5 reusable bag sale at the front desk.
- They made almost \$700 with the Krispy Kreme fundraiser.
- Kim Bogosian is the new Foundation president. They discussed having a joint meeting in May with Friends and Foundation leadership to keep communications open.
- No Gala this year, but potentially something small in the Fall for previous donors. The next big project will likely involve revamping the upstairs classroom space to be more welcoming for teens, as well as replacing the old black shelving to match what was purchased for downstairs.
- Marketing – new logo has been launched and is in the board packet. This ties into Ms. Corsillo's new branding initiative. So far, the logo has been added to pens, as well as the website and social media pages.
- Outreach – we are trying to put together a master list of all organizations in town to fill a need in town. The list will include basic contact information for nonprofits and will be a resource for people who want to get involved, etc. Mr. Guzman asked Ms. Corsillo to touch base with Kim Bogosian – The Borough has started on the same type of project.
- Ms. Vellis asked about the logos – the shade of blue color was chosen because it matched the library's website. Ms. Fanning also stated that it's an ADA approved color as well.

7. Committee Reports

A. Finance

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

B. Buildings/Grounds – Mr. Guzman – waiting for the bids for the front area. Steve Addeo is working on it. Planning on phase 1 being done this year. Phase 2 will encompass the space right in front of the building. Ms. Armacost says we need signage on the Park Ave side.

C. Foundation – Had a meeting on March 30, and they now have a full board. Kim Bogosian is President, Krista Vellis is VP, Jimmy Rizzo is Treasurer, and Palmer Yale is Secretary. They are excited for the fundraising possibilities.

D. By-Laws – Ms. Fargo reported that committee members all have a copy of the By-Laws and they will be working on updates. They will also run any changes by Mr. McCarthy to be sure that nothing was changed that shouldn't be.

E. Public Relations – The committee met for the first time last month. Ms. Armacost raised the issue that when looking at the Borough website, there is no link to the library. She spoke with Ms. Bogosian about this. Please share library content on social media when you see it.

F. Strategic Planning – no report

G. Nominating – no report

H. Personnel – Ms. Armacost, Ms. Damell and Mr. Yale are working with Ms. Corsillo on her 2021 goals. Board members were encouraged to take a look at the document that was sent. There is of course a learning curve this year and we are not sure what will happen with Covid, but these goals still seem appropriate. We will use these goals as part of her review in early 2022.

I. Mayor/Alternate – Mr. Guzman - Mayor Nunziato has a medical condition and will require surgery. Mr. Guzman will keep us posted. Also, still waiting for the state to get back to us on how to use certain funds, which is holding up the final budget.

J. Superintendent/Alternate – Buildings at schools are changing! Lots of the construction is taking place at all the schools. Website is being updated. There is a monthly video of Mr. Hurley giving updates. The Board of Education meetings are online and open to the public as well.

K. Legal – No report.

8. Old Business

- Final 2021 Board committee assignments

Building & Grounds

Wendy Armacost, chairperson
Anthony Nicodemo
James Rizzo

By-Laws

Wendy Armacost
Brenda Fargo
Monica Rodriguez, chairperson
Palmer Yale

Foundation

Wendy Armacost
James Rizzo
Krista Vellis
Palmer Yale

Public Relations

Wendy Armacost, chairperson
Kristie Damell
Kat Fanning

Strategic Planning

Wendy Armacost, chairperson
Brenda Fargo
Monica Rodriguez

Nominating

Wendy Armacost
Brenda Fargo, chairperson
Krista Vellis

Finance

Wendy Armacost
James Rizzo, chairperson
Monica Rodriguez

Personnel

Wendy Armacost
Kristie Damell
Palmer Yale, chairperson

9. New Business

- None

10. Adjournment

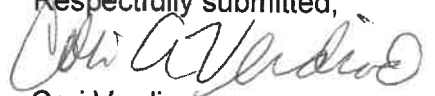
Motion: To adjourn the meeting.

Moved: Yale 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 7:38 p.m.

Respectfully submitted,



Cori Verdino