

**Rutherford Public Library Board of Trustees
Minutes for April 25, 2022 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Monica Rodriguez Ms. Krista Vellis Mr. Palmer Yale
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Absent	Ms. Kristie Damell Ms. Kat Fanning Mr. Jimmy Rizzo
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Staff Present	Ms. Gretchen Corsillo
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Others Present

Call to Order	The meeting was called to order at 7:03 p.m. by Ms. Armacost
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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: Fargo **Seconded:** Vellis
For: Armacost, Fargo, Rodriguez, Vellis, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the March 21, 2022 open meeting.
Moved: Vellis **Seconded:** Yale
For: Armacost, Fargo, Rodriguez, Vellis, Yale
Against:
Abstain:

Ms. Armacost had no report. We are still looking for a replacement for the Mayor's alternate.

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:

- New library cards are in with new designs: one for kids and one for adults.
- Technology and Facilities – the Wifi is working well. We are waiting for one more access point but it hasn't been an issue. The wifi in the auditorium is much better as well as in the Bulldog Academy.
- Holding off on replacing some desktops that are failing. We will probably take out five or so and leave the table open for laptops. We have 40 desktops now, and declining demand no longer necessitates as many.
- We may need to enable wifi printing so that people can print from their devices. It's a matter of figuring out the best way to do it.
- We have been having a few issues out back after school. The lights aren't working in the courtyard, so Mr. Guzman is looking into that with the DPW.
- Professional Development Day was held on April 11th featuring a presentation called The Teen Brain. It was a helpful seminar. We are looking more into starting more teen programming. This program was subsidized by a grant from LibraryLinkNJ.
- We are looking into changing the Technology Librarian role into a Teen/Technology Librarian. We would hire a part time library associate to help with marketing/social media.
- Outreach – assemblyman Gary Schaer's visit went well. He is looking into coming back in May or June. We are looking into having more community events.
- Almost ready to go live with the NJ Health Connect iPads.
- The Foundation's Gala is May 14th
- Booksale is this weekend for the Friends.
- The Friends are looking into holding a Library Mini Golf fundraiser. The company comes in and sets up an 18-hole mini golf course. It will most likely be a two-day event spanning a Friday evening for adults and a Saturday for families.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet, with additions

Moved: Yale Seconded: Rodriguez

For: Armacost, Fargo, Rizzo, Rodriguez, Yale

Against:

Abstain:

B. Buildings/Grounds – Lighting in the back. We would like more input into what would be done in the back. The Bulldog Academy as well might want a garden.

C. Foundation – Gala is May 14th. Please promote it as much as possible. Honoree is Frank Nunziato. Ms. Vellis will get together with Kim Bogosian and Ms. Corsillo regarding what we are doing with the money, marketing, ads, etc. Photographer is booked.

D. By-Laws – No report

E. Public Relations – Meeting coming up Thursday

F. Strategic Planning – Focus groups are done, and we are now thinking about setting goals based on them and the community survey. Very interesting feedback.

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – No report

J. Superintendent/Alternate – The schools are starting testing this week and next week. QSAC monitoring is coming in to rate the schools.

K. Legal – No report

8. Old Business

- Discussion of Return to In-Person Meetings
 - o We do have to have in person meetings now as the public health emergency has been lifted by Governor Murphy, although there is no law that says you can or can't call in. If we change our bylaws to allow for it we should think about limiting the times per year you can participate remotely. Perhaps it should be for illness or emergency. There was a discussion about whether limitations might present a barrier for some people to serve.
 - o For our next meeting we will try a Zoom in addition to the in-person meeting and see how it works. We can decide how to move forward from there.

9. New Business

- Approval of Updates to the Rutherford Public Library Personnel Manual
 - o Everything changed is in red in the document. Update to JIF policy and a few typos were corrected.

Motion: To approve the updates to the Rutherford Public Library Personnel Manual as outlined in the board packet.

Moved: Fargo Seconded: Yale

For: Armacost, Fargo, Rodriguez, Vellis, Yale

Against:

Abstain:

- Approval of Schedule Change for June Board Meeting

Motion: To reschedule the June 2022 Board Meeting from Monday June 27 to Monday June 13.

Moved: Yale Seconded: Rodriguez

For: Armacost, Fargo, Rodriguez, Vellis, Yale

Against:

Abstain:

10. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, May 16, 2022 at 7:00pm