

**Rutherford Public Library Board of Trustees
Minutes of May 16, 2022 Meeting**

Open Meeting

1. Roll Call

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| Trustees Present | Ms. Wendy Armacost Ms. Kristie Damell Ms. Kat Fanning – via Zoom Ms. Brenda Fargo Ms. Stephanie Kivich Ms. Monica Rodriguez – via Zoom Ms. Krista Vellis Mr. Palmer Yale |
| Absent | Mr. Jimmy Rizzo |
| Staff Present | Ms. Gretchen Corsillo |
| Others Present | Mr. Ray Guzman – via Zoom |
| Call to Order | The meeting was called to order at 7:07 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: Fargo **Seconded:** Vellis
For: Armacost, Damell, Fargo, Kivich, Rodriguez, Vellis, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the April 18, 2022 open meeting.
Moved: Yale **Seconded:** Vellis
For: Armacost, Fargo, Rodriguez, Vellis, Yale
Against:
Abstain: Damell, Fanning, Kivich

Ms. Armacost welcomed Stephanie Kivich as the new 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:

- When the air conditioner was turned on today, it was found to not be working. There is a call into AES and hopefully they can come as soon as possible. It seems like the compressor is shutting off every 20-30 minutes.
- We removed the last row of public PCs and probably won't replace them. Patrons are using the space with their laptops already. We now have 35 computers.
- This summer we would like to get a digital sign over the circulation desk to help make people aware of events etc. Ms. Corsillo thinks a hi-def TV with a PowerPoint presentation is feasible.
- Library website overhaul – we received a quote from someone who does library websites exclusively, Renaissance Web Solutions. We will be looking to move forward with that after Summer Reading ends.
- Personnel – based on the budget we will be able to hire a marketing associate starting July 1st for about 20 hours a week.
- Launched the NJ Health Connect iPad program on May 1. Fairly smooth and good feedback so far. We did a soft launch. Patrons can take them home or use here.
- Bergen County Division of Senior Services is coming to speak to patrons. Will inform the Kip Center as well.
- The Friends did very well with their book sale. They made almost \$4,000.
- Ms. Tarantino and Ms. Corsillo honored the summer reading design contest winners at last week's Mayor & Council meeting.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet

Moved: Yale Seconded: Damell

For: Armacost, Damell, Fanning, Fargo, Kivich, Rodriguez, Vellis, Yale

Against:

Abstain:

B. Buildings/Grounds – No report.

C. Foundation – The Gala was a great success. Good attendance. Should probably have a post-mortem so that we are even better prepared for next year.

D. By-Laws – No report

E. Public Relations – Coming up with even more ways to find out what is going on in the Library. We have a new Sandwich Board, too.

F. Strategic Planning – Final results of the survey and the focus groups. Will meet and make goals.

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – No report. Mr. Guzman welcomed Ms. Kivich.

J. Superintendent/Alternate – Still involved in student testing.

K. Legal – No report

8. Old Business

- In Person vs. Hybrid meetings
 - o People on Zoom tonight are able to hear well, which is good.
 - o If we open it to Board Members, we should open the Zoom to the public.
 - o We will need to make a change to the bylaws.
 - o Ms. Armacost will reach out to Jim McCarthy to verify.
 - o We can “pilot” it, but we have been doing it for two years now.

9. New Business

- None

10. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis Seconded: Yale

For: Armacost, Damell, Fargo, Fanning, Kivich, Rodriguez, Vellis, Yale

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, June 13, 2022 at 7:00pm