

**Rutherford Public Library Board of Trustees
Minutes for June 13, 2022 Meeting**

Open Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell – via Zoom Ms. Kat Fanning – via Zoom Ms. Brenda Fargo Ms. Stephanie Kivich – via Zoom Ms. Monica Rodriguez Mr. Palmer Yale
Absent	Mr. Jimmy Rizzo Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	
Call to Order	The meeting was called to order at 7:03 p.m. by Ms. Armacost

2. Provisions of the Open Public Meetings Act

Mr. Yale read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

Motion: To approve the agenda
Moved: Fargo **Seconded:** Rodriguez
For: Armacost, Damell, Fargo, Kivich, Rodriguez, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the May 16, 2022 open meeting.
Moved: Yale **Seconded:** Fargo
For: Armacost, Damell, Fargo, Kivich, Rodriguez, Yale
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:

- The HVAC issues seem to be ok for now. New company came in to give a second opinion. They found the issue quickly and now it seems to be functioning properly. They will come back to do an overall assessment of the system
- We are still contracted with AES for filter replacements, etc.
- DPW installed a grate over the sump pump in the back garden. It can be removed if necessary.
- We are accepting applications through Friday, June 17 for the part-time marketing role. Hoping for a July start date. We may need a special meeting to approve the hire if a candidate is selected well in advance of our July meeting.
- Civil Service is in the process of changing Ms. Corsillo's appointment from provisional to permanent.
- The Tech Librarian went to the NJLA Conference in early June. Ms. Corsillo will be going to the ALA Conference in DC next Thursday.
- Summer Reading has started. Kickoff event was a magic show. Library Tales class trips have taken place almost every day in June so far.
- Table at PRIDEFest on June 4. We were able to speak with lots of new residents who moved in during the pandemic. The library will participate in National Night Out and Rutherford Day as well.
- Mrs. Tarantino is working on visiting the Summer Enrichment Academy in the school district after the school year ends.
- Ms. Corsillo and Ms. Portugal have met with the Borough Historian and Historic Preservation Committee to discuss the antiques maps that were donated to the Borough and are presently being stored in the library's basement. There is a state program where an archivist comes in to discuss how they can help. We will likely apply for this.
- There was an OPRA request about the John Rutherford land deed. We are still trying to figure out if it can be displayed here. Ms. Fanning had helped with this since she is an archivist by trade. Due to the age and condition this has been a long and challenging process.
- Website update – we received a quote which came in lower than expected. This company has done the websites for Park Ridge and Hasbrouck Heights also. They specifically build library websites. We hope to start the project in the fall, after Summer Reading ends.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet. With additions
Moved: Rodriguez **Seconded:** Yale
For: Armacost, Damell, Fanning, Fargo, Kivich, Rodriguez, Yale
Against:
Abstain:

B. Buildings/Grounds – Ms. Armacost – back courtyard. Perhaps the Green Team or the Rutherford Gardening Club would be interested in helping with perennials, low maintenance.

C. Foundation – Ms. Armacost – working on a post-mortem

D. By-Laws – Looked at them for any possible changes for Zoom.

E. Public Relations – No report

F. Strategic Planning – Goals for plan – meeting tomorrow night.

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – No report

J. Superintendent/Alternate – School year is wrapping up.

K. Legal – No report

8. Old Business

- None

9. New Business

- None

10. Adjournment

Motion: To adjourn the meeting.

Moved: Damell Seconded: Rodriguez

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, July 18, 2022 at 7:00pm