

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

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell Ms. Kat Fanning Ms. Brenda Fargo Ms. Monica Rodriguez Ms. Krista Vellis
Absent	Mr. Anthony Nicodemo Mr. Jimmy Rizzo Mr. Palmer Yale
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ray Guzman Mr. James McCarthy
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 with changes – closed session personnel issue
Moved: Damell **Seconded:** Rodriguez
For: Armacost, Damell, Fanning, Fargo, Rodriguez, Vellis
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the June 21, 2021 open meeting.
Moved: Vellis **Seconded:** Fanning
For: Armacost, Damell, Fanning, Fargo, Rodriguez, 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 – we continue to gradually add more seating. Have also started to reopen more computers. Two in-person programs are going well. Patrons are cooperative with mask usage. Still seeing many people wearing them, much fewer customer servicing problems for the staff.
- Displays – documents found by the Borough. The Land Deed and the WW1 monument time capsule items, also William Carlos Williams items. Ms. Corsillo is looking for display cases. The land deed is framed in UV glass, but the document is double sided so that makes it a challenge to display in a way that it will not get damaged. She is working with Borough historian as well to make it accessible to the public. Updates as they become available. Hopefully in September.
- Exhibit of the 20th anniversary of 9/11. We have the posters and will display in the Library. 30 feet of wall space is needed. Upstairs classroom where it can be seen best, as well as not putting it near the children's area. Ms. Armacost mentioned that the High School did a documentary on it if needed.
- Facilities – Foundation will focus on the upstairs mezzanine area – Young Adult area. Ms. Corsillo is working with Creative Library Concepts for a proposal.
- Eagle Scout library project is complete. Lots of compliments about the front as well. Huge improvement all around.
- Audit is almost complete. Draft coming in August or September. A little more difficult this time with everything being so different.
- Ms. Corsillo is following up on a payment from the Borough. Trying to get check reissued and the reimbursement for the shelving as well.
- Friends of the Library are off for July. They are still planning on a bag sale in September. The two-weekend book sale was successful.
- Foundation meeting was held before this one. September 23rd opening/thank you event.
- Technology – large poster printers. Ms. Corsillo is getting quotes for those. She thinks that might be a great thing to have on hand for the library to use, as well as offer to the public. We have some extra in the technology budget that might be able to be reallocated to this printer. The one she is looking at goes up to 24 inches wide.
- BCCLS news – there is a branding task force. How are they meeting the needs of the member libraries? They will be sending out a survey to all of the trustees of the member libraries. They want to hear from them. Hopefully the opinions will help the organization going forward. Billing structure – they created a task force for that as well. There was a proposal to give options about what to pay for and not to pay. It was defeated this time, but it will probably come up again revised. Something to be aware of.

7. Committee Reports

A. Finance

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

Moved: Fargo Seconded: Fanning

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

Against:

Abstain:

B. Buildings/Grounds – Steve Addeo was mentioned in a This is Rutherford article. He spoke about the pocket park at the Library as well as the holiday tree. The tree holder is there permanently, and it will continue to be there.

C. Foundation – Cocktail event – September 23rd As many Board members as possible should attend and any new names you'd like to include to be invited.

D. By-Laws – New version is coming in August.

E. Public Relations – We are open – you can come in and sit. Summer Reading is ongoing.

F. Strategic Planning – Meeting was postponed to tomorrow.

G. Nominating – No report

H. Personnel – Closed session. Jane Tarantino's 50th anniversary may be this year? Monica asked is she the longest employee? Ms. Corsillo will verify.

I. Mayor/Alternate – Mr. Guzman – The Borough would like to be involved in any plans to celebrate Jane's 50th. Mr. Guzman offered to get involved with pending payments, if necessary. Nice to hear that they are getting compliments on the pocket parks. Lighting is still on his list as well.

J. Superintendent/Alternate – Ms. Fargo reported that Jane has visited Washington School and is booking field trips to the Library for the fall.

K. Legal – no report.

8. Closed Session

Motion: To approve going into closed session at 7:24pm to discuss a personnel matter.

Moved: Vellis Seconded: Rodriguez

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

Against:

Abstain:

9. Old Business

- None

10. New Business

- Approval of new hire (tabled)
- Unattended Child Policy
 - o 8 year-old was abandoned in the library by his grandmother for at least 2 hours before they closed.
 - o We have no written unattended child policy
 - o Ultimately it resolved, but we should have a written policy.
 - o Meeting has been scheduled with Chief Russo to discuss.
 - o Ms. Corsillo will draft something for the August meeting
 - o School has a policy – 45 minutes and they will go to the Police Station. Ms. Corsillo will suggest something similar to Chief Russo. Ms. Fargo will send the language to Ms. Corsillo.

10. Adjournment

Motion: To adjourn the meeting.

Moved: Fargo Seconded: Damell

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Cori Verdino