

**Rutherford Public Library Board of Trustees  
Minutes for August 15, 2022 Meeting**

**Open Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell – via Zoom Ms. Stephanie Kivich Ms. Monica Rodriguez Mr. Palmer Yale – via Zoom
Absent	Ms. Kat Fanning Ms. Brenda Fargo Mr. Jimmy Rizzo Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	None
Call to Order	The meeting was called to order at 7:02 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:** Yale                      **Seconded:** Kivich  
**For:** Armacost, Damell, Kivich, Rodriguez, Yale  
**Against:**  
**Abstain:**

**B. Approval of the minutes**

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

**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 new digital screen has been hung above the circulation desk. It's highlighting upcoming events, programs, etc.
- Ms. Corsillo and Ms. Armacost met with Mr. Guzman regarding the courtyard. It's on the Boro's radar. It will probably be a two-stage process and not in this year's budget. We may get sponsorships from local businesses. There have also been some issues with kids in the courtyard, sitting on the roof over the auditorium door. We are trying to come up with the best way to keep them from doing it.
- The Friends are having their book sale 21-24<sup>th</sup> of October. Donations will be accepted on the 1-15<sup>th</sup>. They are also planning a Library mini golf fundraiser. Looking at February or early March.
- Foundation scheduled March 25<sup>th</sup> 2023 for the Gala. There were too many conflicts in May and there is nothing scheduled so far for March 25<sup>th</sup>. Il Villaggio is booked. They want to tie it into our goals – teen area, etc.
- August 2<sup>nd</sup> was National Night Out – connected with lots of families. Passed out information. We will also be at Rutherford Day on September 24<sup>th</sup>. September is Library Card Sign Up month.
- Local history:
  - Kipp Maps that the Borough received have been stored in the Library. Per the request of the Council Liaison, Ms. Corsillo applied to CAPES for a free archival evaluation from the state. There is no set timeline to hear back. If we are approved, it will help the Borough to know how to handle them and safely display. Maps were a donation.
  - As part of the application process, Ms. Corsillo conducted research on the previous evaluation the library received from CAPES in 1991. This evaluation looked at the William Carlos Williams collection that, at the time, was displayed in the library. Two additional projects ultimately came out of this: a cataloging of the materials, and an archival assessment. Ms. Corsillo has located both of those reports so we can refer to them as we put select items back on display later this year. All of the materials inventoried as part of this project remain in the library; they are just not on the public floor.
  - In July, Ms. Corsillo met with Kat Fanning, who graciously volunteered her time to inspect the John Rutherford deed stored at the library from an archival standpoint. She is working on a final report and was able to take photos of the document. Ms. Corsillo has discussed her findings at length with our Council Liaison, who will relay them to the Borough. At this point, it is not feasible to display the document as it is currently framed out of concerns for its safety and preservation. A more sustainable approach is likely to have a professional copy made, which will also make it easier to take into account its double-sided nature.
  - Ms. Corsillo took this opportunity to address some serious misinformation that has been circulating on social media about the library's involvement with this document. Due to the value and delicate nature of the document and its precarious frame, its public display has been tabled until the Borough can find a safer solution that will ensure its longevity for generations to come. The document is safely housed in our staff area and is available for supervised viewing by appointment. At this point in time, it is not ready for ongoing display, handling, or photography by the public. Neither Ms. Corsillo, nor any library employee is hiding the document or abusing taxpayer funds, and its current status is dictated purely by its condition and the archival assessment we've received. It will remain in its current location until we receive further instruction from the Borough.
  - Ms. Fanning has suggested that a separate policy regarding display of this document should be drafted, if the library does wind up being able to display it.
- Ms. Corsillo received a quote to add wireless printing to our existing public setup for \$575/year. Patrons can download an app and they can upload their document that they want to print. Or there's an email address to send to print, or on the website. If we can't do this in the 2022 budget, it will be in for 2023.

- Personnel – Looking for a part time library associate to fill in some hours due to a current part timer receiving a full time job. Purchased the Homeless Training Institute for staff development. It includes training on staff dealing with patrons who are unhoused or have mental illness, customer service, training staff members on how to handle situations. One live training per month and webinars etc.
- We are in the very early stages of negotiations with the Union. Contract is up at the end of the year.

## 7. Committee Reports

### A. Finance

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

Moved: Rodriguez    Seconded: Kivich

For:     Armacost, Damell, Kivich, Rodriguez, Yale

Against:

Abstain:

**B. Buildings/Grounds** – No report

**C. Foundation** – Gala – March 25<sup>th</sup>. We have purchased a donor database system to help keep better track of Foundation and Friends information.

**D. By-Laws** – Possibly make a change to number of meetings – drop the August meeting if that's something we want to consider for next year.

**E. Public Relations** – New marketing person is settling in nicely.

**F. Strategic Planning** –

**G. Nominating** – No report

**H. Personnel** – No report

**I. Mayor/Alternate** – No report

**J. Superintendent/Alternate** – No report

**K. Legal** – No report

## 8. Old Business

- None

## 9. New Business

- Review of strategic plan goals and objectives working draft
  - o As Committee works through this, we are ironing out the goals and objectives.
  - o These came out of the surveys and focus groups from last year. Went through lots of data. Set goals that are trackable and attainable.
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### For Reference:

*2023-28 Strategic Plan Goals + Objectives DRAFT*

*GOAL I: Increase engagement with teens in grades 7-12.*

*OBJECTIVE A: Furnish a dedicated, appealing, and safe physical area for teens to congregate in the library, providing space for socialization and reading alongside additional book displays.*

*OBJECTIVE B: Develop a formal teen volunteer program, including a Teen Advisory Board that would meet at least three times per year, to help shape young adult services.*

*OBJECTIVE C: Offer programs specifically targeted at students in grades 7-12, with an initial goal of at least twelve events in the first year.*

*OBJECTIVE D: Connect more closely with local schools to cross-promote teen services and collections.*

*GOAL II: Enhance marketing and communications efforts with the goal of raising awareness of RPL in the Rutherford community.*

*OBJECTIVE A: Expand reader's advisory services with monthly curated reading lists on topics of interest, sharing them both in the library and online. Create a permanent collection of past lists on the library's website.*

*OBJECTIVE B: Increase library outreach with local organizations and businesses with the goal of building and maintaining partnerships.*

*OBJECTIVE C: Create a streamlined strategy for managing the library's e-newsletter through more frequent scheduling, list segmentation, and a focus on efficiency and consistency of messaging.*

*OBJECTIVE D: Investigate additional venues to advertise library events and services.*

*OBJECTIVE E: Increase visibility of the library in the Rutherford community by participating in at least two town-wide events each year.*

*GOAL III: Diversify library programming.*

*OBJECTIVE A: Maintain year-round programming for all age groups.*

*OBJECTIVE B: Annually examine program offerings to ensure a wide range of interests are being met. Target diverse interests and diverse identities through various types of programs (e.g. lectures, discussion groups, performances, etc.).*

*OBJECTIVE C: Create inclusive programs that support individuals with diverse abilities.*

*GOAL IV: Create a cozier atmosphere within the library building.*

*OBJECTIVE A: Offer more seating options for gathering, relaxation, and leisure.*

*OBJECTIVE B: Consult with a professional interior designer for guidance on how to make the most effective use of the library's space.*

*OBJECTIVE C: Display more art in the library through a mix of permanent pieces and rotating exhibits, collaborating with local artists to the extent possible.*

*OBJECTIVE D: House additional displays throughout the building, highlighting traditional and unique library materials and outside collections.*

## **10. Adjournment**

**Motion:** To adjourn the meeting.

Moved: Kivich                      Seconded: Yale

For:        Armacost, Damell, Kivich, Rodriguez, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

*Cori Verdino*

Next Meeting: Monday, September 19, 2022 at 7:00pm