

**Rutherford Public Library Board of Trustees
Minutes for August 16, 2021 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kristie Damell Ms. Kat Fanning Mr. Jimmy Rizzo Mr. Palmer Yale
Absent	Ms. Brenda Fargo Mr. Anthony Nicodemo Ms. Monica Rodriguez Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ray Guzman Mr. James McCarthy (arrived 7:40)
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

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:** Rizzo
For: Armacost, Damell, Fanning, Rizzo, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the July 19, 2021 open meeting.
Moved: Fanning **Seconded:** Yale
For: Armacost, Damell, Fanning
Against:
Abstain: Rizzo, Yale

C. Approval of the minutes

Motion: To approve the minutes of the July 19, 2021 closed meeting.
Moved: Yale **Seconded:** Rizzo
For: Armacost, Damell, Fanning
Against:
Abstain: Rizzo, Yale

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 – operating hours will be discussed in Old Business.
- Finance – \$35K check from the Borough was received, as well as the outstanding January check. The former was a partial reimbursement for the capital shelving project completed last year. Thanks to Mr. Guzman for his help with this.
 - We are still waiting on the 2020 audit report. Should have it for review in September.
- The Friends of the Library met on 8/3/21 – they are planning a scaled down book sale at the Labor Day street fair. Tabling the bag sale right now, and a new date is TBD.
 - October 29/30 will be their regular fall book sale. They are ok with donations for now but will probably accept more before the October sale.
 - They are also working on other fund-raising ideas. Virtual Edible Books Contest in October, as was done last year, or maybe in the spring when it is normally held.
- The Foundation meeting was cancelled – there will be a committee meeting about the September 23rd event tomorrow instead.
- The poster printer has arrived, with a bundle of supplies. Three staff members did the training. It can print on matte and glossy paper as well as vinyl and adhesive signs. Lawn signs can be added eventually too.
 - We will offer paper only to the public and we will roll it out in the fall.
- Unattended child policy will be discussed in Old Business.
- We did see a million dollar increase in the state budget for per capita aid, which is a great start. Thanks to all who reached out to an elected official.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet, with additions
Moved: Rizzo **Seconded:** Yale
For: Armacost, Damell, Fanning, Rizzo, Yale
Against:
Abstain:

B. Buildings/Grounds – The front looks great. Side bed was also done. Back is still to have 2 self-watering planters put back there. Would Bulldog Academy get involved, maybe for the maintenance with the students?

C. Foundation – Meeting tomorrow regarding September 23rd event.

D. By-Laws – Will hopefully have a draft to review in September.

E. Public Relations – committee will meet in September.

F. Strategic Planning – committee met in late July and will add one citizen member for a different perspective. Applications are open through August 23. 3 applications in already.

G. Nominating – No report

H. Personnel – closed session

I. Mayor/Alternate – Mr. Guzman – masking in Boro Hall is on the radar, but has not returned yet. Following the Governor and the CDC guidelines.

J. Superintendent/Alternate – No report

K. Legal – no report.

8. Old Business

- Unattended Child Policy – Ms. Corsillo reviewed other libraries’ policies and worked with the Police Department, as well as Jane Tarantino. We decided to go with 9 years old (4th grade), as well as a “caregiver” of at least 13 years old if younger than that. The Chief will make the officers aware. Schools will be made aware as well.

Motion: To approve the draft of the Unattended Child Policy included in this month’s board packet.

Moved: Rizzo Seconded: Damell

For: Armacost, Damell, Fanning, Rizzo, Yale

Against:

Abstain:

- Update on Pandemic Restrictions – tabled for now. If we need to have an emergency meeting we can. More people are wearing masks at this point anyway. The staff “strongly recommends” them. There is some concern about kids who are coming in after school. We have about three weeks before school starts.
 - o Expanded hours in June. Talked about going back to full hours in September.
 - o The Delta variant is throwing things off – Ms. Corsillo proposed keeping the hours as is for now, just adding Saturdays 10-1 when they would normally resume in September.
 - o We can re-visit expanding the evening hours.
 - o Will probably need to hire some part-time employees when we do expand the hours.

9. Closed Session

WHEREAS, the “Open Public Meetings Act” requires that a public body adopt a resolution at an open meeting before going into closed session to discuss a matter which excludes the public as permitted under Section 7b;

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees will hold a closed meeting on Monday, August 16, 2021 at 7:41 PM via Zoom to discuss a personnel matter.

BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

Motion: To approve going into closed session at 7:41pm to discuss a personnel matter.

Moved: Rizzo Seconded: Yale

For: Armacost, Damell, Fanning, Rizzo, Yale

Against:

Abstain:

10. New Business

- Approval of new hire

Motion: To approve the hiring of Briyantán Ganaganayagam for the full-time role of Technology Librarian (Librarian I).

Moved: Fanning Seconded: Yale

For:

Against: Armacost, Damell, Fanning, Rizzo, Yale

Abstain:

10. Adjournment

Motion: To adjourn the meeting.

Moved: Rizzo Seconded: Yale

For: Armacost, Damell, Fanning, Fargo, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Cori Verdino