

**Rutherford Public Library Board of Trustees
Minutes for October 19, 2020 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Monica Rodriguez Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo Mr. Jimmy Rizzo Ms. Krista Vellis
Staff Present	Ms. Sara Cassaro
Others Present	Mr. Ray Guzman
Call to Order	The meeting was called to order at 7:01 p.m. by Ms. Armacost

2. Provisions of the Open Public Meetings Act

Ms. Wester read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the September 21, 2020 open meeting.
Moved: Yale **Seconded:** Wester
For: Armacost, Fargo, Rodriguez, Wester, Yale
Against:
Abstain:

Ms. Armacost contacted Ms. Corsillo and she is looking at December 2nd for a start date. She hasn't told her board yet, as she is waiting for the contract, which Mr. McCarthy will have for her in the morning after the motion is approved.

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. Cassaro reported that the reopening is going well. The building has not reached capacity and more patrons will come as word gets out. She thinks we should keep the hours we have at this time. Saturdays from 10:00-1:00pm are possible if the Board thinks it's a good idea. The staff can be shifted, if necessary. The Board would like to start Saturdays in November.

The Friends of the Library are starting their Virtual Edible Book Festival. They have three sign ups so far.

The Friends and the Foundation will be sending out a joint mailer. Ms. Cassaro met with the Friends, Foundation, as well as Ms. Armacost and Judah Hamer. They are aiming for Thanksgiving for the mailing to go out. Ms. Wester mentioned that they suggested a handwritten line on the ones for people that we know personally. It seems to help with the donations.

Mr. Vega from AES compiled a list of projects that can be done for the HVAC. For now, they are working on heater/A/C in the glass room. There is also work that needs to be done on the compressor for the A/C.

Digital sign – the sign wasn't ordered when the Borough sign was ordered. Ms. Cassaro has placed the order and it should be in in 9 weeks. DPW will install it.

UV lighting was installed in the public bathrooms and the downstairs bathroom as well by the Borough. It goes on automatically in the middle of the night to help kill germs.

Shelving – Ms. Cassaro approved that the company will break down the shelving as well. It's worth the extra money as it isn't something that the staff can accomplish themselves. We will probably need a day to take books off and put them back.

Coordinated Tech – moved to UT. They will be handling our account remotely with some in-person visits. The one-year contract went up a bit. Ms. Cassaro will get a copy of the contract for the Board. Mr. Guzman suggested that maybe a shared service contract with the Borough would save some money.

Ms. Cassaro reported on the new Coding Club for teens – 13 signups for first week. Adult and children's programming – not as many people using it due to Zoom fatigue, but still going well.

Grab and Go is still going well. The demand hasn't dipped yet, but the staff will keep an eye on it.

Ms. Armacost asked if any very regular patrons haven't come back. Ms. Cassaro thinks that there are some that we haven't seen yet. It's hard to promote the opening, if they don't have a computer it's harder to reach people. Ms. Rodriguez suggested possibly connecting with Boy Scouts and Girls Scouts and service clubs or confirmation kids for something like a "we grab, they deliver" program for some people who aren't able to come get it. We might need to make calls for what they want. There are many logistics to work out, but it will be looked into.

Ms. Fargo mentioned that there are Borough Permits necessary for putting up the signs. Just to be sure that we have them when they are needed for installation.

We finished virtual summer reading. 11,000+ books were read. Great program built and executed seamlessly by Jane Tarantino and Jen Capano.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet with additions
Moved: Rodriguez **Seconded:** Wester
For: Armacost, Fargo, Rodriguez, Wester, Yale
Against:
Abstain:

B. Buildings/Grounds – Sign – updated in Director's Report. The Borough has plans for front of the library. Ms. Armacost asked if we can get a presentation to the Buildings and Grounds committee or the Board? Mr. Guzman has a meeting with Steve Addeo on Wednesday so he will talk to him then.

C. Foundation - Ms. Wester reported on the joint mailers.

D. Mayor/Alternate – No report. Mr. Guzman reported that the reopening announcement was made at the M&C meeting and in the newsletter. He also suggested if we were trying to raise funds for the Foundation perhaps an online virtual auction. He can arrange for a donation from his company. Ms. Rodriguez knows a group that has an online gala/auction and maybe she could reach out to them, if we are interested in doing that.
No word on a new Trustee just yet per Ms. Armacost.

E. Legal – Mr. McCarthy is working on the contract for Ms. Corsillo

8. Old Business

- Search Committee update on Director Search.
 - o She has come back with a laptop/cellphone allowance request. Full time Library employees get a \$500 tech allowance per year. We expect her to be available, so we need to help facilitate that. Laptop not to exceed \$2,000 and \$50/month towards a cell phone bill.
 - o Does Nabil get the \$500 tech allowance? He is on call 24/7. We need to think about something for him too.

Motion: To appoint Gretchen Kaser Corsillo as RPL Director at an annual salary of \$110,000 subject to a satisfactory background search and subject to the Director's acceptance of written contract containing terms and conditions of employment.

Moved: Rodriguez **Seconded:** Wester
For: Armacost, Fargo, Rodriguez, Wester, Yale
Against:
Abstain:

9. New Business

- Discussion of moving Board meetings from virtual to in-person
 - o Ms. Armacost stated that she would rather continue with Zoom.
 - o As long as we are still in a public health emergency, we are in no violation.
 - o Everyone is in agreement.
- Possible welcome/intro for Ms. Corsillo? Usually we have a dinner in December but, with Covid, maybe a Zoom introduction would be better? We can discuss at the next meeting.

10. Adjournment

Motion: To adjourn the meeting.

Moved: Wester Seconded: Yale

For: Armacost, Fargo, Rodriguez, Wester, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Cori Verdino