

**Rutherford Public Library Board of Trustees
Minutes for November 16, 2020 Meeting**

Open Meeting Held: Zoom Meeting

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo Mr. Jimmy Rizzo
Staff Present	Ms. Sara Cassaro
Others Present	Mr. Ray Guzman Mr. James McCarthy
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

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

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the October 12, 2020 open meeting.
Moved: Pat **Seconded:** Monica
For: Armacost, Fargo, Rodriguez, Vellis, Wester, Yale
Against:
Abstain:

Motion: To approve the minutes of the October 12, 2020 closed meeting.

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

Motion: To approve the minutes of the October 19, 2020 open meeting.
Moved: Vellis Seconded: Rodriguez
For: Armacost, Fargo, Rodriguez, Wester, Yale
Against:
Abstain: Vellis

Motion: To approve the minutes of the October 29, 2020 open meeting.
Moved: Wester Seconded: Yale
For: Armacost, Fargo, Nicodemo, Vellis, Wester, Yale
Against:
Abstain:

- Discussion of open Board positions. Interested parties need to fill out form on Borough website. Current board members will need to reapply when their terms are up. Kristy Dammel, who was on the Foundation has applied. Pat Wester will be stepping down from the Library board after 22 years at the end of this year. She will be greatly missed by all.
- Gretchen is starting on 12/7/2020. Paperwork is in the works.

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 reopening has been going well. Not too busy but Saturdays have had a good number of people.
- Executive Order 192 from the Governor requires staff to do a daily health check. Ms. Cassaro has set up a spreadsheet for each employee. The order didn't require taking temperatures, so they are not.
- Grab and Go starting at 1:00pm now
- Shelving coming tomorrow morning. Breaking down/removing/new shelves coming in. Likely able to open next week.
- Digital sign is on the way – delivery week of 1/4/21. In Streetscape for approval.
- Edible Book Festival for the Friends of the Library made just under \$500. They will investigate other virtual events.
- The solicitation mailer for the Friends and Foundation looks great and includes a brief introduction to the new Director. Bridget Merli is working with Friends and Foundation lists for duplicates. It will be sent after Thanksgiving.
- Gretchen Corsillo's appointment as Director has been announced to BCCLS. Mr. Guzman will make an announcement at the Mayor & Council meeting. He will also share on Council page and on the town newsletter.
- Virtual programming and the virtual newsletter are continuing. Adult programming is doing really well. FaceBook live yoga will continue for the rest of the year

- This will be Ms. Cassaro's last meeting as Interim Director. She stated that she appreciated the opportunity and the Board expressed its thanks.

Ms. Armacost asked if there are any power users of the Library that we should personally reach out to in order to ensure they are aware the library is open. Ms. Cassaro will take a look through the list of our top patrons to see if all have returned.

Ms. Rodriguez mentioned that at her place of employment they are using an app called Protect Well for employee health checks that might work for the library.

7. Committee Reports

A. Finance

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

Sara will help Gretchen with the budget. Mr. Guzman will ask the Borough CFO what the deadline is for presenting the budget.

B. Buildings/Grounds – Electronic sign will arrive on 1/4/21 arrival and Mr. Guzman offered his help with DPW for installation. Overall renovation of the front plaza will occur no earlier than the spring. Steve Addeo, the landscape planner, will come to present the plan in 2021. Inquiries were made regarding the Borough Christmas tree at the plaza and Mr. Guzman stated he will check with the Mayor.

C. Foundation – Ms. Wester will be stepping down from the Foundation as well and said she will help with the transition to new leadership. Especially in light of the restrictions due to the pandemic, the group might consider doing more fundraising with the Friends next year. The Board of the Foundation needs more members.

D. Mayor/Alternate – Mayor Nunziato called into the meeting regarding the tree. The town is still deciding whether or not to have a tree this year.

E. Legal – Personnel Manual. The manual has many things unique to the current collective bargaining agreement that should not be included in the overall manual. A new manual will be presented in January to Board for approval.

8. Old Business

- None

9. New Business

- Discussion commenced regarding the need for any adjustments to the hours and operations of the library in light of recent uptick in Covid-19 cases. Ms. Armacost felt that no need for adjustments as transmission rates are low in facilities like schools and retail, which compare to library situation. Ms. Cassaro pointed out that some area libraries are rolling back hours, but as long as Board agrees, she is comfortable with our current hours. Mr. Guzman suggested that Ms. Cassaro speak

to Brian O'Keefe of the Board of Health. Ms. Cassaro will speak to him and Mike Tarantino of the Office of Emergency Management for feedback.

10. Adjournment

Motion: To adjourn the meeting.

Moved: Wester **Seconded:** Vellis

For: Armacost, Fargo, Rodriguez, Vellis, Wester, Yale

Against:

Abstain:

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

Respectfully submitted,

Cori Verdino