

**Rutherford Public Library Board of Trustees  
Minutes for September 21, 2020 Meeting**

**Open Meeting Held: Zoom Meeting**

**1. Roll Call**

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo Mr. Jimmy Rizzo Ms. Monica Rodriguez Ms. Krista Vellis Ms. Pat Wester Mr. Palmer Yale
Absent	Mr. Anthony Nicodemo
Staff Present	Ms. Sara Cassaro
Others Present	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. Wester read the provisions of the Open Public Meetings Act.

**3. President's Report**

**A. Agenda**

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

**B. Approval of the minutes**

**Motion:** To approve the minutes of the August 31, 2020 open meeting.  
**Moved:** Rizzo                      **Seconded:** Wester  
**For:** Armacost, Fargo, Rizzo, Rodriguez, Wester, Yale  
**Against:**  
**Abstain:** Vellis

**C. Approval of the closed meeting minutes**

**Motion:** To approve the minutes of the August 31, 2020 closed meeting.  
**Moved:** Wester                      **Seconded:** Yale  
**For:** Armacost, Fargo, Rizzo, Rodriguez, Wester, Yale  
**Against:**

Abstain: Vellis

**D. Motion:** To approve the minutes of the July 27, 2020 closed meeting.  
**Moved:** Rodriguez                      **Seconded:** Wester  
**For:** Armacost, Fargo, Rizzo, Rodriguez, Vellis, Wester, Yale  
**Against:**  
**Abstain:**

Ms. Armacost reported that she and Mr. Guzman met with Ms. Cassaro informally. They discussed landscaping plans for the front of the Library. Ms. Armacost suggested removing additional shrubbery from the front so that the new digital sign would be more visible. She also asked about a new Library Board appointee, but there was no update.

Ms. Armacost wanted to recognize that Ms. Cassaro is doing a great job in her first three weeks, as well as the rest of the team.

#### **4. Hearing of the citizens**

Ms. Armacost opened the hearing of the citizens. Akisha spoke and said she was looking to move to Rutherford and wanted to see what was happening at the library.

#### **5. Correspondence – None**

#### **6. Director's Report**

Ms. Cassaro reported that she started on 9/1 and began with the re-opening plan. She collaborated with Mike Tarantino (OEM) as well as other Borough Officials. The October 5<sup>th</sup> date is subject to change based on Borough.

There have already been some electrical and HVAC issues that Ms. Cassaro has taken care of. She mentioned that she spoke with the HVAC vendor and received quotes on Covid friendly possible adjustments but noted they might not be necessary.

The new shelving is coming late October or early November. Ms. Cassaro noted that the library might need to close 1 or 2 days to shift the shelving. She is also working to get the company to remove the old shelving.

There have been Covid friendly staff spaces set up, outlets in the main floor, plexiglass at the circulation desk, also a standing plexiglas at the front door. Tables and chairs have been removed for now, as well.

The Team updated Ms. Cassaro on everything done while our services/programming were virtual; including Facebook updates, website, mailing list clean up, collection development, new book orders, preservation of materials, and scrap books for local history. They ran the "Librarian is In" on Zoom, and connected with patrons via Facebook, phone and email. Summer reading and Grab and Go were very successful. They are setting up more virtual programming for children and adults.

We will continue Grab and Go, when the library opens. Adult craft is resuming. Virtual yoga has started and there is Coding Club starting for middle/high school kids

The re-opening plan details were provided in the Board packet. Ms. Cassaro was asked about the hours and she has researched this with other libraries and OEM. We are starting with limiting to 50 patrons in the building at one time. Computer time for patrons will be limited to 45 minutes per person. We will have our printing and copying capabilities available.

Mr. Rizzo asked about the bathroom availability and whether we should consider closing them. According to Mr. McCarthy, we need the bathrooms to be open.

Ms. Armacost asked about making changes to the policy in between Board meetings. Mr. McCarthy stated that we can give Ms. Cassaro authorization to make the changes to the plan to be reviewed by the Board at the next meeting.

Mr. Yale suggested a current policies flyer to hand out so that patrons are aware of the hours/rules/timeframes etc.

## 7. Committee Reports

### A. Finance

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

**B. Buildings/Grounds – Sign –** Mr. Rizzo spoke with Mayor Nunziato and he said that the DPW would be able to help us with putting up the new sign.

There was also some general concern about the Bulldog Academy maintenance people having access to the Library. Mr. Rizzo investigated, but there needs to be access due to emergency exits.

Ms. Cassaro spoke with the HVAC contractor and he gave six options, but the two that made most sense were \$7,000 for new HEPA filters or, \$1,500 to allow for more outside air. He didn't think that we absolutely needed to do anything though as our system brings in outside air as it is. Mr. Rizzo will get a second opinion from another HVAC contractor.

**C. Foundation -** Ms. Wester reported that she would be getting together with officers to discuss a possible joint year-end mailer with The Friends.

**D. Mayor/Alternate –** no report

**E. Legal –**Mr. McCarthy noted that with regard to the Foundation, it's important that this Board tasks the Foundation with getting a plan for how the funds will be spent, Ms. Rodriguez clarified that it's this Board who decides where the money is spent. The Library Board needs to present a plan to the Foundation for the allocation of funds.

## 8. Old Business

- Search Committee update on Director Search.
  - o Candidate interviews start tomorrow. Ads were posted in September.

- We received 22 responses mostly from NY/NJ but out of state, as well. The consultants also looked in their network for recommendations
- The Consultants interviewed and vetted all the resumes
- We have a group of 4-5 people to pre-interview before a recommendation is brought to the Board.
- We are pleased with the response considering the uncertain Covid climate
- Rutherford has excellent reputation that seems to have had a major impact.

## 9. New Business

**Motion:** To adopt the reopening plan of the Rutherford Public Library, with the Interim Director's authorization to make changes as she deems necessary, prior to the next Board meeting.

Moved: Wester                      Seconded: Yale

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

Against:

Abstain:

## 11. Adjournment

**Motion:** To adjourn the meeting.

Moved: Wester                      Seconded: Yale

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Cori Verdino