

**Rutherford Public Library Board of Trustees
Minutes for January 23, 2023 Meeting**

**Open Meeting Held: Library Auditorium
Optional Zoom Meeting ID 842 9475 4177 & Password 974544**

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Brenda Fargo - Zoom Ms. Stephanie Kivich - Zoom Mr. Jimmy Rizzo - Zoom Ms. Monica Rodriguez Mr. Palmer Yale - Zoom
Absent	Ms. Kristie Damell Ms. Kat Fanning Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	None
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. Armacost read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the December 12, 2022 open meeting.
Moved: Kivich **Seconded:** Rizzo
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:
Motion: To approve the minutes of the December 12, 2022 closed session.

Moved: Rizzo Seconded: Kivich
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

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:

- Statistics – Final statistics are in for 2022. Circulation is up over 2021 by 8%. DVDs are still trending downward. Door count was up 207% and 42% increase in program attendance. Door count is 25% higher than 2019, our last “normal” year. Ms. Corsillo plans on sharing the information on social media.
- A \$2,800 from the Bergen County Grant has been received from BCCLS.
- The renovation of the auditorium kitchenette is complete.
- There were more heating issues in December, but it's functioning now. Still having same problems. Boilers are 16 years old this year and they need to be maintained. The fire system has been shorting out in the last month. The alarm panel was replaced twice now. The newest one seems to be working at this point, but they haven't been able to figure out why it was happening. We are hoping it's not a short somewhere else. The electrician checked everything out.
- As of Friday, there were new plumbing issues. Pipes are old and the layout in the addition isn't optimal. Some areas have been replaced with PVC, but there are still some issues coming up from time to time. It might be a good idea to get an estimate from the plumber to look at replacing the old pipes. Mr. Rizzo will send a couple of possible plumbers to Ms. Corsillo.
- Friends of the Library – Mini Golf fundraiser. March 3, adults only, and 4 for all ages. The Gala is on March 25th for the Foundation. We look forward to both events and honoring Pat Wester at the Gala.
- 1/31/23 – mobile print component is being installed. People can print from their device and even from home for pick up in the library.
- Union negotiations on December 13th went very well.
- The new BCCLS committee year has started. Ms. Corsillo will be on the new PR Committee, as well as the Branding Task Force. Some staff will participate on committees as well.
- Looking at Kipp Maps – archivist is coming on February 8th. This was made possible by the CAPES grant program that Mr. Guzman suggested last year. This is to see what they are worth and what the Borough should be doing with them.
- Susan Quatrone is our new council liaison.

7. Committee Reports

A. Finance

Motion: To approve the establishment of a petty cash fund in the amount of \$115.00 per month.
Moved: Rizzo Seconded: Kivich
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

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

Updated draft of the 2023 operating budget, included in the packet.

Motion: To approve the 2023 Operating Budget as presented.
Moved: Rodriguez Seconded: Yale
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

Motion: Approval of the 2023 Appropriation Request
Moved: Yale Seconded: Kivich
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

B. Buildings/Grounds – Courtyard. Chamber of Commerce wants to meet with Ms. Corsillo about it. Green Team was contacted by Rutgers about a rain garden project. The plan was for Park Avenue, not the back and they were turned down for any money for municipalities.

C. Foundation – Gala on March 25th. Encourage promoting the event, even if you can't attend yourself. Looking for ideas for silent auction items/experiences.

D. By-Laws – No report

E. Public Relations – No report

F. Strategic Planning – Ms. Bogosian is almost done with the infographic for the strategic plan.

G. Nominating – No report

H. Personnel – Closed Session

I. Mayor/Alternate – No report

J. Superintendent/Alternate – No report.

K. Legal – No report.

8. Old Business

- Approval of Use Agreement with the Rutherford Board of Education

Motion: To approve a 3-year extension of Space Use Agreement between Rutherford Board of Education and Rutherford Public Library with modifications, as presented.

Moved: Rodriguez Seconded: Rizzo

For: Armacost, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain: Fargo

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, January 23, 2023 at 7:33PM in person and 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.

10. New Business

- **Library Director annual evaluation**

Motion: To adjust the director's salary at 4.25% and adding 4 Personal Days annually, 2 to be taken from sick days, and not to be rolled over.

Moved: Kivich Seconded: Yale

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain:

- **Election of Officers**

Motion: To approve the nomination and election of Wendy Armacost as President, effective January 1, 2023

Moved: Fargo Seconded: Rodriguez

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To approve the nomination and election of Monica Rodriguez as Vice President, effective January 1, 2023

Moved: Fargo Seconded: Rizzo

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2023
Moved: Fargo **Seconded:** Yale
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

Motion: To approve the nomination and election of Krista Vellis as Secretary, effective January 1, 2023
Moved: Fargo **Seconded:** Rodriguez
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

- **2023 Committee Assignments**

- o Suggestion for a Policies Committee, based on current events.
- o Possibly take out Public Relations
- o Building and Grounds– Rizzo, Kivich
- o By laws – Fargo, Rodriguez, Yale
- o Strategic Planning – Fargo, Rodriguez
- o Finance - Rizzo, Rodriguez
- o Policies – Kivich, Rodriguez

- **BCCLS Certification of Agreement**

Motion: To authorize Gretchen Corsillo and Wendy Armacost to complete the 2023 BCCLS Certification of Agreement.
Moved: Rodriguez **Seconded:** Yale
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

- **Legal Counsel**

Motion: To appoint James McCarthy as legal counsel in accordance with the following resolution.
Moved: Rizzo **Seconded:** Rodriguez
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

RESOLUTION TO APPOINT LEGAL COUNSEL

WHEREAS, the Library Board has determined that it is in the best interest to retain the professional set forth in this Resolution;

WHEREAS, the Library Board is familiar with the credentials of James McCarthy and has previously found that they have the requisite professional expertise and experience to assist the Library; and

WHEREAS, the Library Board has previously appointed James McCarthy as its

Legal Counsel; and

WHEREAS, the Library Board seeks to enter an agreement to retain James

McCarthy for performance of professional services not to exceed the cost of \$20,000 for the year 2023;

NOW, THEREFORE, BE IT RESOLVED that James McCarthy is hereby authorized to serve as Legal Counsel for the Library.

- **Revised hours on March 3 and 4, 2023**

Motion: To approve an early closing of 1:00pm on Friday, March 3, 2023 in order to set up for Library Mini Golf.

Moved: Kivich Seconded: Yale

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain:

Motion: To close the library on Saturday, March 4, 2023 in order to accommodate Library Mini Golf.

Moved: Fargo Seconded: Rizzo

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Kivich Seconded: Yale

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, February 27, 2023 at 7:00pm