

**Rutherford Public Library Board of Trustees
Minutes for May 15, 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. Kristie Damell - Zoom Ms. Brenda Fargo Ms. Stephanie Kivich Ms. Monica Rodriguez
Absent	Ms. Kat Fanning Mr. Jimmy Rizzo Ms. Krista Vellis Mr. Palmer Yale
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. David LaPorta, Attorney Ms. Susan Quatrone - Zoom
Call to Order	The meeting was called to order at 7:06 p.m. by Ms. Armacost

2. Provisions of the Open Public Meetings Act

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

3. President's Report

A. Agenda

Motion: To approve the agenda, with changes
Moved: Fargo **Seconded:** Kivich
For: Armacost, Damell, Fargo, Kivich, Rodriguez
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the April 17, 2023 open meeting
Moved: Rodriguez **Seconded:** Kivich
For: Armacost, Kivich, Rodriguez
Against:
Abstain: Damell, Fargo

Motion: To approve the minutes of the open session of the May 2, 2023 special meeting

Moved: Rodriguez Seconded: Kivich
For: Armacost, Kivich, Rodriguez
Against:
Abstain: Damell, Fargo

Motion: To approve the minutes of the closed session of the May 2, 2023 special meeting
Moved: Rodriguez Seconded: Kivich
For: Armacost, Kivich, Rodriguez
Against:
Abstain: Damell, Fargo

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:

- Finance – The Municipal Budget was approved on May 2nd with a \$10,000 budget cut to the library. Unfortunately, we found out that we were denied for the Level Up Your Library grant that Ms. Corsillo applied for. Most projects that were approved were projects around \$5,000. She would like to pursue the Library of Things project for next year anyway. It may be something that the Friends could fundraise for next year.
- The Friends made over \$5,000 at the book sale, which is much higher than usual. They started taking credit cards. They also sold some of their vintage books at the Williams Center's Big Bazaar on May 7. They just started a new Instagram account. Some enthusiastic new members have joined. They are conducting their biannual review of their bylaws. One issue that came up recently was not allowing non-members into the staff area.
- One person is a member of both organizations now. The new member sat down with Kim Bogosian and Ms. Corsillo. They will pick the date for mini golf soon and try to keep it a little further away from the Gala. Next book sale will be July 21 and 24th focusing on children's books. No donations will be collected for this sale.
- The library is currently hosting a display from the American Legion on WW1 and WW2 which highlights the contributions made by Black men from Rutherford. .
- Weeded the adult music CDs. Reduced the collection by about a third, removing items that hadn't circulated since before Covid.
- New bookkeeper, Sarita Jain, started last Monday. State Library webinar on First Amendment audits was on May 3rd. Ms. Corsillo will attend the NJLA Conference May 31-June 2.
- Under New Business, we will sign the MOA and union contracts for 2023-25. Terms were approved by the Board back in December 2022, but changes in our legal counsel delayed the members' ratification process.
- Summer Reading program began on May 1st with clubs for all ages. 60 people have signed up for the adult club already.
- We will have a table at Rutherford's Pride Fest again in Lincoln Park on June 3.
- The Reference Librarian updated Organization List and it will be shared on our website.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet, with additions

Moved: Rodriguez Seconded: Kivich

For: Armacost, Damell, Fargo, Kivich, Rodriguez

Against:

Abstain:

B. Buildings/Grounds – Back garden looks good.

C. Foundation – In the process of updating their bylaws.

D. By-Laws – No report

E. Public Relations – Photo op was done from the strategic plan.

F. Strategic Planning – No report

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – Ms. Quatrone stated that she was proud to be part of the photo op. Mayor & Council are giving out the award for the art contest for Summer Reading at the next meeting.

J. Superintendent/Alternate – Schools are testing.

K. Legal – No report

8. 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, May 15, 2023 at 7:32 PM in person and via Zoom to discuss a topic requiring attorney/client privilege.

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

9. Old Business

- Approval of 2023-25 Union Contracts and MOA

Motion: To approve the President, Secretary, and Director to sign the 2023-25 MOA, Supervisory, and Non-Supervisory contracts between Rutherford Public Library and CWA Local 1031.

Moved: Fargo Seconded: Rodriguez

For: Armacost, Damell, Fargo, Kivich, Rodriguez

Against:

Abstain:

10. New Business

- June 9 Early Closing

Motion: To approve an early closing of 5pm on Friday, June 9, 2023 to accommodate children's programming.

Moved: Kivich Seconded: Rodriguez
For: Armacost, Damell, Fargo, Kivich, Rodriguez
Against:
Abstain:

- Summer Hours Adjustment

Motion: To revise the library's policy regarding summer hours as follows:

The library is currently open to the public six (6) days a week, fifty-two (52) hours per week except during the summer period, which runs from ~~June 15~~ **July 1** to ~~September 15~~ **Labor Day Weekend**, during which time the library will close at 5:00 p.m. on Fridays and will be closed on ~~Sundays~~ **Saturdays**. Employees who work Fridays during the summer period are not required to make up the hour for the 5:00 p.m. closing.

Moved: Rodriguz Seconded: Kivich
For: Armacost, Damell, Fargo, Kivich, Rodriguez
Against:
Abstain:

- Revision to Mobile Hotspot Terms and Conditions

Motion: To revise the library's terms and conditions regarding mobile hotspots as presented.

Moved: Kivich Seconded: Rodriguez
For: Armacost, Damell, Fargo, Kivich, Rodriguez
Against:
Abstain:

- Meeting Room Policy Revision

Motion: To immediately place a moratorium on meeting room rentals by outside groups, honoring existing reservations through June 30, 2023, pending revision of RPL's Meeting Room Policy.

Moved: Kivich Seconded: Rodriguez
For: Armacost, Damell, Fargo, Kivich, Rodriguez
Against:
Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Rodriguez Seconded: Kivich
For: Armacost, Damell, Fargo, Kivich, Rodriguez
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, June 26, 2023 at 7:00pm