

**Rutherford Public Library Board of Trustees
Minutes for July 17, 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 Ms. Brenda Fargo Ms. Stephanie Kivich Mr. Jimmy Rizzo - Zoom Ms. Krista Vellis Mr. Palmer Yale
Absent	Ms. Kat Fanning Ms. Monica Rodriguez
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. David LaPorta, Attorney
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. Vellis read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the June 26, 2023 open meeting
Moved: Vellis **Seconded:** Kivich
For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, 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:

- Finance – Audit is completed. We should have a draft soon.
- Facilities – ongoing issue with 3-year-old AC in the Glass Room. Ms. Corsillo had 2 different companies come and look at it. The fan may need to be replaced. LG is only manufacturing in China now, so any parts will take a long time to order. Freon was added and seems to be better for now. There could be a leak. The main system is working ok at this time but, there is only one compressor working. If it fails, we have no back up. The contractors suggested having a certified Trane person look at it. Window washing is being done. One of the shades is broken in front. The existing shades do not do an adequate job of blocking the light, so we should replace all of them at some point. This may be a project that the Friends or the Foundation can help with.
- The Friends are having their children's book sale will be this weekend. The scheduled performance of Annie is Friday so it will tie in with that.
- Training- -Narcant training is being offered by the State Library and one staff member will participate. LibraryLinkNJ is holding a mental health first aid training on July 20th. Ms. Corsillo is taking that.
- Library History – Ms. Corsillo found some old photos of the library. Will share on the website. Ms. Armacost suggested a sub-committee for the 130th anniversary of the library building.

7. Committee Reports

A. Finance

Motion: To approve payment of bills enclosed in packet

Moved: Damell Seconded: Yale

For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, Yale

Against:

Abstain:

Motion: To authorize payment of the August bills in the absence of a board meeting, with retroactive approval to take place in September.

Moved: Fargo Seconded: Yale

For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, Yale

Against:

Abstain:

BCB money market account needs to be closed. Mr. Rizzo will reverse any fees that were charged. Ms. Corsillo will ask the auditor what to do with the interest.

Motion: To authorize the closure of the BCB money market account.

Moved: Vellis Seconded: Damell

For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, Yale

Against:

Abstain:

B. Buildings/Grounds – Ms. Armacost will reach out to Ms. Quatrone about the facade issues.

C. Foundation – No report

D. By-Laws – No report

E. Policy – we are going through all the policies and cleaning up any possible issues.

F. Strategic Planning – Schedule something for September to check in.

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – No report

J. Superintendent/Alternate – Starting to get field trips to the library set up.

K. Legal – No report

8. Old Business

- None

9. New Business

- Approval of updated Code of Conduct

Motion: To approve the Code of Conduct as presented, replacing all prior versions.

Moved: Yale Seconded: Damell

For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, Yale

Against:

Abstain:

10. Adjournment

Motion: To adjourn the meeting.

Moved: Vellis Seconded: Kivich

For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, Yale

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, September 18, 2023 at 7:00 PM

No meeting in August