1. Roll Call

Trustees Present
Ms. Wendy Armacost
Ms. Kristie Damell - Zoom
Ms. Brenda Fargo
Ms. Stephanie Kivich
Mr. Jimmy Rizzo - Zoom
Ms. Monica Rodriguez - Zoom
Ms. Krista Vellis
Mr. Palmer Yale

Absent
Ms. Kat Fanning

Staff Present
Ms. Gretchen Corsillo

Others Present
Mr. David LaPorta, Attorney
Susan Quatrone, Councilperson - Zoom

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

B. Approval of the minutes

Motion: To approve the minutes of the July 17, 2023 open meeting
Moved: Yale Seconded: Kivich
For: Armacost, Damell, Fargo, Kivich, Rizzo, Vellis, Yale
Against:
Abstain: Rodriguez

Motion: To approve the minutes of the August 9, 2023 open meeting
Moved: Kivich Seconded: Vellis
For: Damell, Fargo, Kivich, Rodriguez, Vellis, Yale
Ms. Fanning has resigned from the Board. Her term is up at the end of this year, so the new appointment would fill her unexpired term. She will need to submit a letter of resignation to Mayor Nunziato.

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 – We have a draft of the 2022 audit report, which was included in the board packet for approval. There were no unexpected issues.
- Facilities – There was a water leak this morning in the Bulldog Academy. It looks like it’s coming in through the Chestnut Street wall. They need to contact the DPW/Borough directly, since this has been an issue for a while and the Borough is aware. Other outstanding repairs have been completed at this time. Both boilers look good so far. They will check them again as we get closer to turning them on for the winter. The door in the glass room broke off the arm. Apparently, the door wasn’t installed properly. It has been repaired and now only swings inward rather than in both directions. Four new study carrels have been installed on the mezzanine at no cost.
- Collections – We are doing an extensive weeding project of the media collections to see what is circulating and what isn’t. CDs and DVDs are slowing significantly. As we look to downsize these collections, Ms. Corsillo is working with the Circulation Manager to reconfigure the layout of the collections. Large print fiction is all the way in the back. We are looking for a better place for that, but we would need new shelving if we put it where the DVDs are now. We are also doing a trial of Udemy which provides virtual classes on many topics such as technology, leadership, hobbies, and more. If we move forward with this product, it will replace our underperforming legal forms database.
- Friends & Foundation – Last weekend of September will be the Friends book sale. They will also be selling some gently used costume jewelry, so they are calling it “Books & Bling”. The Literary Character Costume contest will be October 14th. They have booked Mini Golf again for March 1 and 2, 2024. They will be making tweaks to streamline ticketing. They are working on optional sponsorship packages that include both mini golf and the gala. The Foundation had their meeting last week and the Gala is scheduled for March 23, 2024.
- Personnel & Professional Development – Working on setting up a safety training for the staff this fall. There is a webinar on safety in Libraries that Ms. Corsillo will attend. She is looking for a grant for an AED as well. Ms. Corsillo will be attending the Massachusetts Conference for Women. This national conference focuses specifically on management, HR, and leadership, which is something she found lacking at this year’s NJLA Conference. Ms. Corsillo has been appointed the chair of BCCLS’ Strategic Plan Committee, which is set to begin work in late 2023 or early 2024.
- Library History – The 130th Anniversary committee will begin meeting next week.
- Outreach – The Library will attend Rutherford Day again this year on September 23rd. Library Card sign ups, tote bag sales for the Friends, etc. Had to pull out of the Multicultural Fair due to inclement weather. We will have a display in the library on foreign language collections.
7. Committee Reports

A. Finance

1. Payment of August bills
   Motion: To retroactively approve payment of bills enclosed in the packet.
   Moved: Yale  Seconded: Kivich
   For: Armacost, Damell, Fargo, Kivich, Rizzo, Rodriguez, Vellis, Yale
   Against:
   Abstain:

2. Payment of September bills
   Motion: To approve payment of bills enclosed in packet, with one correction.
   Moved: Yale  Seconded: Rizzo
   For: Armacost, Damell, Fargo, Kivich, Rizzo, Rodriguez, Vellis, Yale
   Against:
   Abstain:

B. Buildings/Grounds – The broken windowsills on Chestnut Street were fixed in July, but one is broken again. Ms. Quatrone will mention it to DPW. Teen Space. We are waiting for final pricing and plans from Chuck Olivo. Hopefully for the next meeting. The courtyard needs some weeding. If the DPW could send a crew, Ms. Armacost would be happy to meet them here and help them.

C. Foundation – Had their first meeting of the year. Planning for the Gala is starting. They have two prospective new members.

D. By-Laws – No report

E. Policy – Social Media policy is the next policy we are looking at. BCCLS just did one, so we can use that as a jumping off point.

F. Strategic Planning – October 4th check in meeting

G. Nominating – No report

H. Personnel – No report

I. Mayor/Alternate – No report

J. Superintendent/Alternate – School year has begun. They will be holding an ESL open house 10/18/23 at RHS library. If there’s anything the Library would like to distribute on that night regarding the foreign language collection etc, please let Ms. Fargo know.

K. Legal – In regards to the Social Media policy, Mr. LaPorta mentioned that the Borough also has one, approved by PIA.

8. Old Business
   - None

9. New Business
   - Approval of 2024 holiday and meeting schedule

   Motion: To approve the 2024 holiday closing schedule as presented.
Motion: To approve the 2024 board meeting schedule as presented, reflecting a change from Monday to Tuesday meetings.
Moved: Vellis Seconded: Kivich
For: Armacost, Damell, Fargo, Kivich, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

- Review of 2022 audit draft

Motion: To approve the draft of the 2022 audit report as presented
Moved: Fargo Seconded: Yale
For: Armacost, Damell, Fargo, Kivich, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

10. Adjournment

Motion: To adjourn the meeting.
Moved: Yale Seconded: Vellis
For: Armacost, Damell, Fargo, Kivich, Rizzo, Rodriguez, Vellis, Yale
Against:
Abstain:

There being no further business before the Board, the meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, October 16, 2023 at 7:00 PM