

**Rutherford Public Library Board of Trustees  
Minutes for September 18, 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 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

Against:  
Abstain: Armacost, Rizzo

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 14<sup>th</sup>. 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 130<sup>th</sup> Anniversary committee will begin meeting next week.
- Outreach – The Library will attend Rutherford Day again this year on September 23<sup>rd</sup>. 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 4<sup>th</sup> 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.

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

**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