

**Rutherford Public Library Board of Trustees  
Minutes for October 16, 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 Mr. Palmer Yale
Absent	Mr. Jimmy Rizzo Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. David LaPorta, Attorney Mr. Charles Ryan
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. Rodriguez 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, Rodriguez, Yale  
**Against:**  
**Abstain:**

**B. Approval of the minutes**

**Motion:** To approve the minutes of the September 18, 2023, open meeting  
**Moved:** Kivich                      **Seconded:** Yale  
**For:** Armacost, Damell, Fargo, Kivich, Rodriguez, Yale  
**Against:**  
**Abstain:**

Ms. Armacost introduced Mr. Charles Ryan, Assistant Principal of Union School, who will be taking over for Ms. Fargo in January as the Representative of the Superintendent of Schools.

#### 4. Hearing of the citizens

Ms. Armacost opened the meeting to the hearing of the citizens. There were two citizens on Zoom. Michele Zic-Tuccino, 200 Vanderburgh Ave. – She is interested in proposing a program sponsored by the library. Ms. Corsillo told her she can find the form that needs to be filled out on the Library’s website under the Adult services tab – then the program proposal tab. Ms. Damell provided a direct link in the Zoom chat.

#### 5. Correspondence – none

#### 6. Director’s Report

Ms. Corsillo reported:

- Finance – We have received the state aid payment, which went up. It’s now back up over \$10,000 from the state. We also received 2024’s 1/3 Mil figure, about a 5% increase over 2023. This number may fluctuate a bit through the end of January due to tax appeals. Our Bookkeeper and Ms. Corsillo are reviewing the remaining 2023 budget now. We should look at moving some cash from Operating to Capital at the end of the year.
- Technology – The first phase of the computer replacement project, focusing on the machines in the Lab, has begun. It’s a 2-3 year project depending on the budget. We own the machines now, but going forward they will be owned/managed by BCCLS. We will be able to get quick support this way. People are bringing their own machines more often, especially now that we have upgraded our wi-fi network, so we will be going forward with 12 machines in the Computer Lab instead of 18.
- Collections – Ms. Corsillo is working on reconfiguring the adult fiction collection and making some adjustments to create more space. Still looking for a better Large Print location as well. There was some old, worn seating in the back that was replaced with a bench and a new 48” freestanding double sided shelf that will house the fantasy books, freeing up some space in the main stacks for mysteries.
- E-content/Audiobooks – Overdrive now has a “pay-per-Circulation” model, which we have begun to utilize for the more niche items that patrons want. We can purchase, then revoke, to avoid further costs. Anything purchased this way is only available for Rutherford residents.
- Friends of the Library – Their “Books and Bling” sale did well. A little short of last year, but there was extremely bad weather that weekend. They are going to set the dates for the year in advance going forward for next year. Literary Character Costume Contest didn’t get the enrollment that they expected at this time, so they will shelve that for now. They also voted not to hold the Nutcracker off site. It became too large of an event for the Library’s space.
- Personnel – One of our part time Library Associates is leaving at the end of the month. We are accepting applications until 11/3/23.
- Ms. Corsillo attended a Civil Service training regarding job titles and completing transactions in their online system. She is working on auditing the system to ensure everything is correct. She will also be attending the BCCLS presentation in Livingston – “Renovating for the Missing Patron”.
- The Anniversary committee met on September 27<sup>th</sup>. The actual anniversary of the library is May 5, so they are planning a May 2024-April 2025 celebration time period.

#### 7. Committee Reports

##### A. Finance

1. Payment of October bills

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

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

**B. Buildings/Grounds** – Ms. Corsillo reported that Ms. Quatrone is going to reach out to update her and Ms. Armacost on this subject tomorrow.

**C. Foundation** – Next meeting is scheduled for tomorrow.

**D. By-Laws** – No report.

**E. Policy** – Next up is the creation of a Social Media Policy. Ms. Corsillo is working on a draft to present to the committee and Mr. LaPorta.

**F. Strategic Planning** – Met recently – First year has gone well, so far. We started almost everything we discussed. At the end of the year, we will issue a written report.

**G. 130<sup>th</sup> Anniversary** – As reported in the Director’s Report. Met on September 27 and they are looking to start the celebration in May 2024.

**H. Nominating** – No report

**I. Personnel** – No report

**J. Mayor/Alternate** – No report

**K. Superintendent/Alternate** – Started the Library trips with the young grades.

**L. Legal** – No report

**8. Old Business**

- None

**9. New Business**

- None

**10. Adjournment**

**Motion:** To adjourn the meeting.

Moved: Yale   Seconded: Kivich

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:26 p.m.

Respectfully submitted,

*Cori Verdino*

Next Meeting: Monday, November 20, 2023 at 7:00 PM