

**Rutherford Public Library Board of Trustees
Minutes for November 20, 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 - Zoom Ms. Stephanie Kivich - Zoom Mr. Jimmy Rizzo - Zoom Ms. Monica Rodriguez Mr. Palmer Yale
Absent	Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	Ms. Susan Quatrone - Zoom Mr. David LaPorta, Attorney
Call to Order	The meeting was called to order at 7:01 p.m. by Ms. Armacost

2. Provisions of the Open Public Meetings Act

Mr. Yale read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the October 16, 2023 open meeting
Moved: Kivich **Seconded:** Damell
For: Armacost, Damell, Fargo, Kivich, Rodriguez, Yale
Against:
Abstain: Rizzo

4. Hearing of the citizens

Ms. Armacost opened the meeting to the hearing of the citizens. Seeing none, she closed the meeting.

5. Correspondence – none

6. Director's Report

Ms. Corsillo reported:

- Finance – A draft of the 2024 operating budget will be ready for review at the December board meeting. She will let the Board know next month what funds need to be moved from operating to capital.
- Facilities – We need a meeting of the committee. There is work that needs to be done on the heating system. Parts are on backorder. The controls system needs to be upgraded. We need to think about long term plans for the system. Our vendor is working on getting pricing for the larger ticket items.
 - On November 8, a serious altercation broke out in the back garden. There is a definite need for security cameras outside. We need to upgrade the inside ones too. We might need them to go directly to the police station. Ms. Corsillo is looking into it with the Borough. Ms. Quatrone mentioned that the only park that has cameras is Lincoln. We will need to think about financing as well. The fight was handled well by the police, but we want to think of the security of everyone.
- Tech – 12 computers in the lab are now BCCLS machines. We have other computers to upgrade next year too. Ms. Corsillo and Ms. Tarantino have discussed the declining usage of the Children's Room PCs. They aren't being used as much because most of the kids have Chromebooks from school, so we will likely move forward with fewer and reallocate some of the space to books.
- South Orange will be the newest BCCLS library as of November 29. They are going through upgrades themselves and will be in a temporary location until late January. They have good collections and should be a nice addition.
- Data gathering for the BCCLS Strategic Planning committee has started this month. Ms. Corsillo is the chairperson. She will keep us updated.
- Alanis Cabrera, our PT Library Associate, will begin a new role at Rutgers Law Library and will stay on Saturdays for the time being. We wish her the best.

7. Committee Reports

A. Finance

1. Payment of October bills

Motion: To approve payment of bills enclosed in packet

Moved: Yale Seconded: Rodriguez

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

Against:

Abstain:

2. BCB Bank Money Market Account – there is no money left in the account. We need a motion to formally close the account.

Motion: To close the Library's BCB Money Market account

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

- B. Buildings/Grounds** – Committee needs to meet once Ms. Corsillo has pricing for the heating components.
- C. Foundation** – Meeting next week.
- D. By-Laws** – No report.
- E. Policy** – Working on Social Media policy.
- F. Strategic Planning** – Report in January on where we stand.
- G. 130th Anniversary** – No report
- H. Nominating** – Please contact Ms. Fargo by the end of the month so she has a slate of officers by December.
- I. Personnel** – There is a streamlined review form for Ms. Corsillo. Should go to Trustees by next week.
- J. Mayor/Alternate** – No report
- K. Superintendent/Alternate** – No report.
- L. Legal** – No report.

8. Old Business

- Adjustment to the holiday schedule
 - o The Union contract calls for Election Day to be a holiday during Presidential election years.

Motion: To close the Library on Election Day, November 5, 2024

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

- Contractor update – We are waiting on prices. Ms. Armacost and Ms. Corsillo went to Livingston for a workshop on renovating libraries “for the missing patron”. Thinking of changing from the initial drawings, using more flexible and movable furniture. Also making the space more ADA accessible. Livingston has the biggest Teen space in BCCLS. We want to be sure the space makes sense for the future. They had lots of individual seating. Tables, chairs, and some soft cushy chairs that can be moved around and used in different areas. This isn’t what the original plan was, but it would be better to make these changes now than to not do what is best for the future. Although the Foundation is paying for the renovations, the final decision is the Board’s.

9. 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, November 20, 2023 at 7:30PM in person and via Zoom to discuss personnel.

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

10. New Business

- Approval of new hire

Motion: To approve the hiring of Jordan Antonacci to the part-time role of Library Associate.

Moved: Kivich Seconded: Yale

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

Against:

Abstain:

11. Adjournment

Motion: To adjourn the meeting.

Moved: Yale Seconded: Damell

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

Against:

Abstain:

There being no further business before the Board, the meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Monday, December 11, 2023 at 6:30 PM