

**Rutherford Public Library Board of Trustees
Minutes for December 11, 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. Brenda Fargo - Zoom Ms. Stephanie Kivich Mr. Jimmy Rizzo - Zoom Ms. Monica Rodriguez - Zoom Mr. Palmer Yale |
| Absent | Ms. Kristie Damell Ms. Krista Vellis |
| Staff Present | Ms. Gretchen Corsillo |
| Others Present | Mr. David LaPorta, Attorney - 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. Armacost read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the November 20, 2023, open meeting
Moved: Yale **Seconded:** Kivich
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:
Motion: To approve the minutes of the November 20, 2023, closed meeting
Moved: Yale **Seconded:** Rizzo
For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, Yale
Against:
Abstain:

4. Hearing of the citizens

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

5. Correspondence – We received an email from a patron, written to the Mayor and cc'ing Ms. Corsillo, praising our Technology Librarian, Marion, and the staff as a whole. Very complimentary.

6. Director's Report

Ms. Corsillo reported:

- Finance – Budget will be discussed in New Business.
- Facilities – Ms. Armacost, Ms. Quatrone, Mr. Seidler and Borough Administrator met concerning the courtyard and who is responsible for the area. The Borough is busy with leaf pickups, but as that winds down Mr. Seidler will have Mr. Addeo take a look and come up with a plan, hopefully for the spring.
- Friends – 43 people were at their Jingle and Mingle. They transformed the auditorium for the event. Great job on a low budget.
 - o Mini golf is sold out of almost all their sponsorships. Tickets will go on sale in January.
 - o They are going to be able to donate more in the coming year: \$20,500, up from \$16,500 in 2023.
- Our bookkeeper has resigned to take a full-time job. Ms. Corsillo started interviews today and is hoping to decide in the next week or so. Our outgoing bookkeeper will come in one night a week and on Saturdays until we get someone trained. Our previous bookkeeper is also available to help out.

7. Committee Reports

A. Finance

1. Payment of December bills

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

Moved: Yale Seconded: Rizzo

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

Against:

Abstain:

2. Moving money into a capital account at BCB from Operating.

- a. If we move this money into the Capital Account, does it have to be used for capital projects? Are we restricting ourselves? State law states Operating should be previous year's budget +20%. Anything more than that, the Borough can ask us to return it if it isn't earmarked for capital expenses. We can always take a vote to move money back into the operating with a resolution.

Motion: To approve a transfer of \$150,000 from the library's Operating Account (BCB Bank x0962) to the library's Capital Account (BCB Bank x0970).

Moved: Rizzo Seconded: Fargo

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

Against:

Abstain:

3. 2024 Operating Budget

Draft was distributed for review. It's not very different. 1/3 of a mil went up 5%. We are asking for slightly more than that. We didn't get everything we asked for last year. State aid has gone up slightly. We would like to start a "Library of Things" this year. This will be budgeted for annually, but 2024's amount will be higher due to startup expenses. Patrons asked for this service in our strategic planning process. We also need to finish the computer replacement project in 2024 – cost about the same as this year. Next year will be the shift from paying the outside consultants to the BCCLS computers. Capital projects are still waiting for updated quotes.

B. Buildings/Grounds – Green Team approached the Borough about a program that PSE&G has through Sustainable NJ regarding heating, HVAC, and lighting. They will pay up to 50% of the cost of the changes and grant an interest-free 60-month loan for our portion. They looked at every Borough building. Information just came back today. PSE&G's proposal is for 2 new boilers and lighting on the level level. It is a \$248,000 project, and they pay a portion. Our portion would be \$2,228 monthly payments for 60 months. We could give our HVAC system a complete overhaul. Ms. Corsillo did this in Ho-Ho-Kus back in 2017 for upgraded lighting, and it worked out well. They opted not to do the HVAC portion. Mr. Hamer used this program to replace the lighting on our main floor and mezzanine as well; this proposal is for the lower level.

C. Foundation – Great meeting last week. Moving forward with the Gala plans.

D. By-Laws – No report.

E. Policy – No report.

F. Strategic Planning – No report.

G. 130th Anniversary – No report

H. Nominating – Current officers have agreed to stay in their positions for 2024.

I. Personnel – Please do the surveys for Ms. Corsillo's review.

J. Mayor/Alternate – Stephanie Kivich will be a Trustee, and we will have a new alternate, Kim Bogosian.

K. Superintendent/Alternate – Today is Ms. Fargo's last meeting. We would like to thank her for her service to the Library and the Board. It has been our pleasure to work with her. We will miss her intelligence and knowledge of the Board and the town. She has been on the Library Board for 18 years and 28 years at the Board of Education. She will be missed!

L. Legal – No report.

8. Old Business

- Reminder of the 2024 Board Meeting Schedule
 - o Starting in January, meetings will be on the 3rd Tuesday of the month.

9. New Business

- Courtyard Security Camera Proposal
 - o Ms. Corsillo, Ms. Armacost, and Ms. Quatrone met with the Borough Administrator, the Superintendent of the DPW, and DPW's Council Liaison. We asked about the camera

possibility. It was agreed that we should use the Borough's system. The estimate was much higher than anyone expected. All new wiring, wi-fi, and outdoor cameras will be expensive. There is potential for the quote to come down. Ms. Fargo suggested that we investigate grants for security. That's how the schools have paid for some of their cameras along the way. Barbara O'Donnell might be able to give us some information. The police might know of some grants as well. Ms. Rodriguez asked if the Police department has some budget that they can contribute. The vendor is the vendor the police use, so that is what they are going to want to use. We want to be protected, as well as the patrons. It was established that the courtyard is Borough property. We are willing to contribute, because we do have an interest in the security of the area, but we can't pay for all of it. The total was \$19,000. We will generally try to negotiate the price and will reconvene.

11. Adjournment

Motion: To adjourn the meeting.

Moved: Yale Seconded: Kivich

For: Armacost, Fargo, Kivich, Rizzo, Rodriguez, 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: Tuesday, January 16, 2024 at 7:00 PM