Rutherford Public Library Board of Trustees
Minutes for January 16, 2024 Meeting

Open Meeting Held: Library Auditorium
Optional Zoom Meeting ID 842 9475 4177 & Password 974544

1. Roll Call

Trustees Present	Ms. Wendy Armacost - Zoom Ms. Kim Bogosian - Zoom Ms. Kristie Damell - Zoom Ms. Stephanie Kivich - Zoom Ms. Monica Rodriguez – Zoom Mr. Charles Ryan - Zoom Ms. Krista Vellis - Zoom Mr. Palmer Yale - Zoom
Absent	Mr. Jimmy Rizzo
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. David LaPorta, Attorney - Zoom
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

Ms. Vellis read the provisions of the Open Public Meetings Act.

3. 2024 Reorganization

A. Election of Officers

Motion: To approve the nomination and election of Wendy Armacost as President, effective January 1, 2024.

Moved: Vellis Seconded: Yale
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

Motion: To approve the nomination and election of Monica Rodriguez as Vice President, effective January 1, 2024.

Moved: Kivich Seconded: Yale
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

Motion: To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2024.

Moved: Yale Seconded: Rodriguez
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

Motion: To approve the nomination and election of Krista Vellis as Secretary, effective January 1, 2024.

Moved: Rodriguez Seconded: Kivich
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

B. Appointments

a. Auditor: Wielkotz & Company
b. Newspaper of Record: Bergen Record
c. Legal Counsel: David LaPorta, Esq.

Motion: To approve the aforementioned appointments for 2024.

Moved: Vellis Seconded: Kivich
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

C. BCCLS Certification of Agreement

Motion: To authorize Gretchen Corsillo and Wendy Armacost to complete the 2024 BCCLS Certification of Agreement.

Moved: Vellis Seconded: Yale
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

4. President's Report

A. Agenda

Motion: To approve the agenda for tonight's meeting
Moved: Vellis Seconded: Kivich
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the December 11, 2023, open meeting
Moved: Yale Seconded: Kivich
For: Armacost, Kivich, Rodriguez, Yale
Against:
Abstain: Bogosian, Damell, Ryan, Vellis

5. Hearing of the citizens

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

6. Correspondence – None

7. Director's Report

Ms. Corsillo reported:

- Statistics – Interesting graphic about our statistics included in the packet. Everything is up other than the door count, but the old door counter broke in the middle of the year so it may be slightly off. We are unsure of how long it was not counting people. Decline in physical media ie DVDs.
- Finance – We will discuss the Budget.
- Reconfiguring Fiction – added shelving in the back for sci-fi and fantasy, which created more space in the stacks for mysteries. The team is still working on adding space for large print too.
- We still have one boiler that isn't working, but all repairs have been completed on the other. We will need to perform major repairs or replace the one that isn't online now. Lighting downstairs is bad and should be replaced with LEDs. The PSE&G grant proposed by the Green Team may be an option for both of these projects.
- Two big fundraisers are happening in March for the Friends and the Foundation: Mini Golf and the Gala. Dan Meredith is the gala honoree.
- Community Outreach – We are a Top 4 Finalist for Best Library in the 2024 Best of Bergen Awards. The winner will be announced in March.
- The library is currently displaying the Arts Council garland that they made for the holiday parade.
- Lots of staff training is going on this month. Some circulation staff members are taking Libby training. Ms. Corsillo attended the Massachusetts Conference for Women. Lots of good ideas regarding HR and supporting staff. It was valuable training.

A. Finance

1. Payment of bills

Motion: To approve payment of bills enclosed in packet
Moved: Rodriguez Seconded: Damell
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

2. Approval of 2024 Operating Budget Approval of 2024 Operating Budget
    a. There were a few adjustments from December's draft that were discussed. Capital expenses have been removed, as we have a separate capital plan.

Motion: Approval of 2024 Operating Budget
Moved: Yale Seconded: Kivich
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

3. Approval of 2024 Municipal Appropriation Request
    a. Our third of a mill is up 5% over 2023 due to increases in property values. We are request $36,232 over the minimum, which is down from what we asked for last year due to the third of a mill going up.

Motion: To approve the 2024 Municipal Appropriation Request as presented.
Moved: Kivich Seconded: Vellis
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

B. Buildings/Grounds – PSE&G grant – after the last meeting there had been some discussion with the Green Team about holding off on speaking to the direct install contractors. Two projects were proposed by PSE&G – replace boilers and downstairs lighting.

C. Foundation – Ticket sales are live. Great feedback on Dan Meredith being the honoree. Physical mailings will go out in the next week or so. The Foundation is making a deposit on

James McGill's band for entertainment. Any ideas for silent auction or if someone who can be a sponsor, please let the Foundation members know.

D. By-Laws – No report.

E. 130th Anniversary – need to schedule a meeting.

F. Policy – No report.

G. Strategic Planning – 2023 Status Report – we accomplished a significant amount for the first year. We have touched on each major goal and will continue to stay the course.

H. Nominating – No report

I. Personnel – Bookkeeper search to be reported on in Old Business.

J. Mayor/Alternate – No report

K. Superintendent/Alternate – Janua

L. Legal – No report.

9. Old Business

- Update on Bookkeeper search
  - Danielle, our previous bookkeeper, decided she would come back as a regular employee instead of a fill-in. Several outside candidates were also interviewed.
- Update on Teen Space
  - Chuck Olivo updated the renderings to reflect a more flexible space with easily configurable tables and chairs. He's also including a handicapped ramp. Ms. Corsillo is supposed to meet with Library Concepts tomorrow to discuss furniture. Renderings will be on display at the Gala.

10. 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 Tuesday, January 16, 2024 at 7:42PM in person and via Zoom to discuss a personnel matter.
BE IT FURTHER RESOLVED, that the outcome of this discussion will be disclosed to the public when there is no further need for confidentiality.

11. New Business

- Library Director Annual Evaluation

  Motion: To approve the recommendation of the Personnel Committee for the Director's compensation for 2024, a salary increase of 4.25%. Also, to be consistent with the Library's Personnel Manual, an additional 3 vacation days and the ability to carry over unused vacation.
  Moved: Rodriguez Seconded: Yale
  For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
  Against:
  Abstain:

- 2024 Committee Assignments

- Building & Grounds
- Bylaws
- Policies
- Anniversary Celebration
- Strategic Planning
- Nominating
- Finance
- Personnel

Please let Ms. Armacost know which committees you'd like to be part of.

- Revised hours on March 1 and 2, 2024

Motion: To approve an early closing of 1pm on Friday, March 1, 2024 in order to set up for Library Mini Golf.
Moved: Kivich Seconded: Vellis
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

Motion: To close the library on Saturday, March 2, 2024 in order to accommodate Library Mini Golf.
Moved: Rodriguez Seconded: Kivich
For: Armacost, Bogosian, Damell, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Tuesday, February 20, 2024 at 7:00 PM