Rutherford Public Library Board of Trustees
Minutes for July 16, 2024 Meeting 7:00PM

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

1. Roll Call

Trustees Present	Ms. Wendy Armacost Ms. Kim Bogosian Ms. Kristie Damell - Zoom Mr. Jimmy Rizzo - Zoom Ms. Monica Rodriguez Mr. Charles Ryan Mr. Palmer Yale
Absent	Ms. Stephanie Kivich Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ian Doris, Attorney Ms. Bonnie Corcoran - 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. Rodriguez read the provisions of the Open Public Meetings Act.

3. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the June 18, 2024 open meeting
Moved: Yale Seconded: Rizzo
For: Bogosian, Damell, Rizzo, Rodriguez, Ryan, Yale
Against:
Abstain: Armacost

Kristie Damell will be stepping down after tonight's meeting. She will be missed. The Mayor's office is aware that we have a vacancy.

4. Hearing of the citizens

Ms. Armacost opened the meeting to the hearing of the citizens.

Ms. Bonnie Corcoran – 390 Montross Ave – spoke. She stated that at the last meeting she mentioned that the Library is part of the Open Public Meetings Act and that the Library failed to post the agenda online. According to Ms. Corcoran, Hoboken library posts agenda, minutes, budget, financials etc. Why is Rutherford being non-transparent?
Ms. Armacost replied that we double checked and went to NJ State Library to be sure that we were in compliance. Because we post all upcoming meetings at the end of the year, regular meeting agendas are not required to be posted. We may take it into consideration in the future. A slide from the Trustees Education specifically says we do not need to include an agenda. Mr. Doris stated he had researched this issue and agrees with Ms. Armacost.

Seeing no further citizens wishing to speak, Ms. Armacost closed the meeting.

5. Correspondence – None

6. Director's Report

Ms. Corsillo reported:

- Finance – We received two donations from the community towards print books. The Women's Club in memory of several members who passed away over the last few years donated $600. Ms. Corsillo used these funds to purchase 40 books by or about women. The Lions Club increased their annual donation to $800, which will be used for large print books.
- Teen Space – met with Creative Library Concepts to finalize finishes which we will be ordering this week. Blues, greens and purples with white and gray accents. There's a board with samples in Ms. Corsillo's office. Ms. Corsillo found someone to install the ADA ramp. We also need to look into getting a staircase taken out that is not needed and impacts the accessibility of the mezzanine.
- Professional Development – The ALA Conference took place June 27-July 2. Ms. Corsillo attended numerous sessions with the two most impactful being about fundraising and "stay interviews" which help with employee retention. There was other good content as well.
- By early fall, the public computer replacement will be completed. The new computers are so much better now than the old ones.
- Several of our database vendors had issues getting usage numbers this month for some reason. As a result, the monthly statistics look low for June. Once corrected, Ms. Corsillo will update the numbers.

7. Committee Reports

A. Finance

1. Payment of July bills

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

2. Payment of August bills

Motion: To authorize payment of the August bills in the absence of a board meeting, with retroactive approval to take place in September.
Moved: Bogosian Seconded: Ryan

For: Armacost, Bogosian, Damell, Rizzo, Rodriguez, Ryan, Yale
Against:
Abstain:

3. Review and Approval of 2023 Audit Report Draft

Motion: To approve the draft report of the 2023 financial audit.
Moved: Rizzo Seconded: Yale
For: Armacost, Bogosian, Damell, Rizzo, Rodriguez, Ryan, Yale
Against:
Abstain:

B. Buildings/Grounds – No report

C. Foundation – No report

D. By-Laws – No report.

E. Policy – No report

F. Strategic Planning – No report.

G. 130th Anniversary – No report.

H. Nominating – No report.

I. Personnel – No report.

J. Mayor/Alternate – No report.

K. Superintendent/Alternate – No report.

L. Legal – Mr. Doris discussed the issue of the Open Public Meeting act and reviewed it.

8. Old Business

- Review of Updated GTBM Quote – Courtyard Security Cameras
  - We received a revision to the original $19,000 quote. The proposed cameras will tie into the police system. They will not be our cameras. We are looking at two cameras instead of four. There would be a transponder to the Police Station. The new quote is $11,500. We are hoping that the Borough can share the cost with us. Ms. Corsillo spoke with the Borough Administrator, and he will get back to us. We can probably wait until next year's budget. We can table it for now.

9. New Business

- Approval of Library of Things Terms and Conditions
  - $2,000 was included in this year's budget for items that would be helpful to people. Things like tools, games, instruments, etc. Plan to launch in October.
  - Policy based on hotspot policy. They will become part of the collection.
  - Rutherford adults (18+) only. 18+ One item at a time for now at least. Patrons may borrow a Thing and a hotspot concurrently.
  - 14 days and they can't be renewed.
  - $10/day fines for late returns.

- Once we add Things like tools, we will need a waiver.
- Ms. Bogosian asked if we had worked with the Green Team on any of this because they have mentioned something similar in the past.
- We will purchase items for now, but we might be open to a donation policy.
- This was one of the ideas that was brought up in the strategic plan survey.

Motion: To approve the Library of Things Terms and Conditions as presented.
Moved: Yale Seconded: Rodriguez
For: Armacost, Bogosian, Damell, Rizzo, Rodriguez, Ryan, Yale
Against:
Abstain:

10. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Tuesday, September 17, 2024 at 7:00 PM