Rutherford Public Library Board of Trustees
Minutes for September 17, 2024 Meeting 7:00PM

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

1. Roll Call

Trustees Present	Ms. Marisa Ackermann Ms. Wendy Armacost Ms. Kim Bogosian Ms. Stephanie Kivich Mr. Jimmy Rizzo - Zoom Mr. Charles Ryan Ms. Krista Vellis - Zoom Mr. Palmer Yale – Zoom
Absent	Ms. Monica Rodriguez
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ian Doris, Attorney
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. Vellis 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: Bogosian Seconded: Rizzo
For: Ackermann, Armacost, Bogosian, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the minutes of the July 16, 2024 open meeting
Moved: Bogosian Seconded: Rizzo
For: Armacost, Bogosian, Rizzo, Ryan, Yale
Against:
Abstain: Ackerman, Kivich, Vellis

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 – Approved the Audit, and we now have the printed bound copies if anyone wants one.
- Facilities – More under Buildings & Grounds, but we have tabled the ramp for the teen space.
    - All large print titles (fiction and nonfiction) have been moved to the front of the library for easier access, and to create more space in fiction.
    - Circulation of physical audiobooks has gone down significantly, and the collection has been weeded accordingly. Digital audiobooks in Libby and Hoopla are seeing much higher usage. After weeding, we moved DVDs upstairs, and the music CDs are all upstairs now too. New nonfiction shelving for Children's is still on its way.
    - Working on patching the roof which is a temporary solution until the roof is replaced. Hopefully completed in the next few weeks.
- Personnel and Professional Development – Natalie Hofmann is retiring as of September 30. We will miss her. Ms. Corsillo and Ms. Martin will attend BCCLS' conflict resolution workshop. Bergen County is creating a lot of community-focused dementia resources, and Ms. Portugal attended a webinar about them.
- Technology – new copiers are in. The credit card component is still pending.
- Community Outreach – All items for the Library of Things have been purchased, and we are preparing them for circulation This first collection includes a laminator, a sewing machine, sets for poker and mahjong, a cornhole set, giant Jenga, two folding tables (3' and 6'), a label maker, a coin counting and sorting machine, external drives for DVDs/CDs and floppy disks, a film and slide scanner, a GoPro, a Bluetooth speaker, a mini projector, a bicycle pump, a level, a stud finder, binoculars, and a luggage scale. Additional items will be budgeted for each year, based on patron feedback. We are still not getting statistics for some databases. They are working on it.
- Community Outreach – Friends table at Dining Under the Stars – they are restarting the children's movies at the end of September. We will have our own table at Rutherford Day.
- Ms. Vellis asked if we house videos of programs. Ms. Corsillo stated that recordings are available for our author talks, but not other virtual programs.

7. Committee Reports

A. Finance

1. Payment of August bills

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

2. Payment of September bills, with additions

Motion: To approve the payment of the September bills in the packet, with additions
Moved: Ackermann Seconded: Yale
For: Ackermann, Armacost, Bogosian, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain:

B. Buildings/Grounds – Ms. Corsillo reported that the Chestnut side of the Mezzanine is not ADA accessible at all because the railings are too narrow to accommodate a wheelchair. Before we create the ramp for the Teen Space, we need to address this. If we take out that staircase, we will need to widen the Park Ave side by almost a foot to be an emergency exit. The most cost-effective

option would be to build out flooring, to the right of the pole on the mezzanine. We can pay for this out of our capital fund, but will need to go out to bid. First, we will need to get engineering drawings. This is a Library expense, not a Borough expense, since its inside the building. We can have the Borough grant writer see if there's any possible grants out there that could help pay for it, since it's an ADA issue. NJLA is also trying to secure permanent construction funding from the state. The Building and Grounds Committee will get together to discuss options and the next steps.

We should draft a formal letter to the Board of Education, as well as the Borough to split the cost for the courtyard cameras. We are looking toward replacing the indoor cameras by the end of the year as well.

C. Foundation – Need to schedule a meeting soon.

D. By-Laws – No report.

E. Policy – Social Media policy by the October meeting for review. Mr. Doris will be involved as well.

F. Strategic Planning – Review at the end of the year.

G. 130th Anniversary – Ms. Armacost and Ms. Corsillo reported – a display has been created upstairs and on the website. Ms. Bogosian and Ms. Ackermann will work on getting a proclamation done, with photo op, county folks, etc. Maybe a write up in TIR – possible essay contest for kids.

H. Nominating – No report.

I. Personnel – No report.

J. Mayor/Alternate – Rutherford Day on 9/21/24. Fun scavenger hunt for kids.

K. Superintendent/Alternate – Schools are open. *The Anxious Generation* – Administrators and Teachers are reading it. Pushing the parents to read it too.

L. Legal – No report

8. Old Business

- Courtyard Security Cameras – discussed in Buildings & Grounds.

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 Tuesday, September 17 at 7:32 PM 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 Veena Vanderhoof to the part-time role of Library Associate at a rate of $15.22/hour.
Moved: Bogosian Seconded: Ackermann
For: Ackermann, Armacost, Bogosian, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain:

- Approval of new hire

Motion: To approve the rehire of Lyn Hebert to the part-time role of Library Associate at a rate of $15.22/hour.
Moved: Vellis Seconded: Bogosian
For: Ackermann, Armacost, Bogosian, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain:

- Board meeting schedule and holiday schedule. The only difference next year is Election Day.

Motion: To approve the Board Meeting schedule and the library holiday schedule for 2025.
Moved: Bogosian Seconded: Kivich
For: Ackermann, Armacost, Bogosian, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain:

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Tuesday, October 15, 2024 at 7:00 PM