Rutherford Public Library Board of Trustees
Minutes for October 15, 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. Stephanie Kivich Mr. Jimmy Rizzo – Zoom Ms. Monica Rodriguez Mr. Charles Ryan Ms. Krista Vellis Mr. Palmer Yale
Absent	Ms. Wendy Armacost Ms. Kim Bogosian
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ian Doris, Attorney
Call to Order	The meeting was called to order at 7:01 p.m. by Ms. Rodriguez

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: Kivich Seconded: Yale
For: Ackermann, Kivich, Rizzo, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

B. Approval of the minutes

Motion: To approve the open session minutes of the September 17, 2024 board meeting
Moved: Ackermann Seconded: Rizzo
For: Ackermann, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain: Rodriguez

Motion: To approve the closed session minutes of the September 17, 2024 board meeting
Moved: Rizzo Seconded: Yale
For: Ackermann, Kivich, Rizzo, Ryan, Vellis, Yale
Against:
Abstain: Rodriguez

4. Hearing of the citizens

Ms. Rodriguez 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 – We received our 2025 1/3 mil number from the state - $1,261,714, which is a 2% increase over last year. She explained what this means to our new board members. Ms. Corsillo will begin working on our budget for next year. We also received a check for this year's state aid for $10,163 which is a slight decrease from last year.
- Buildings and Grounds Committee met on September 30 to discuss future projects. Roof assessments and estimates have been provided to the Borough. Improved accessibility to the mezzanine is a priority. Ms. Corsillo has reached out to an engineer about getting drawings for the proposed work. This needs to happen before we can try to get grants or go out to bid. We will need to update our capital plan at the end of the year.
    - Ms. Corsillo did a walkthrough of the building with GTBM to receive a proposal for new indoor security cameras. They will be fully housed at the Library. This is separate from the courtyard outdoor cameras.
    - We will be changing our Park Ave window in 2025. Currently about 6 months' worth are done by outside groups to highlight their services. Going forward we will have a static display with signage with the library's name. Joyce Thomas will continue to provide some décor around the signage. This will help alleviate the signage issue on that side of the building while also addressing the issues we have had in maintaining monthly window changes
    - Our HVAC company is no longer servicing New Jersey. Mr. Rizzo suggested getting a quote from Sal Zito. We are reaching out to other companies as well.
- Policy – Ms. Corsillo is working with Mike Tarantino on new emergency procedures for staff.
- Friends & Foundation – Friends Booksale is October 18-21. They will host a dining fundraiser with Jersey Mikes on October 21 as well. They have set a date for 2025 mini golf – March 7 and 8. This year they plan to hold additional family session on Friday to accommodate very young children and avoid the bottlenecks that have happened in previous years. They are investigating a homebound book delivery service possibly with the Kip Center.
    - The Foundation is meeting on October 22 to begin planning next year's gala.
- Technology – the credit card reader on the new public copier has been activated. Feedback has been positive.
    - We have decided to purchase new reservation software – LendingKey to manage the Library of Things. Once this is configured, the collection will go live. LendingKey also has a component for museum passes.
- Community Outreach – Rutherford Day was September 21, the Chamber of Commerce officially announced that the Library will be the Grand Marshal with the Friends and the Foundation. The parade will take place on November 30.
    - Rutherford Day was successful. 16 residents registered for library cards. Friends used their booth to sell vintage books and promote mini golf.
    - We are currently serving as a drop-off site for an Eagle Scout project. The candidate is collecting pet supplies. Donations will be accepted through October 22.

7. Committee Reports

A. Finance

1. Payment of October bills

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

B. Buildings/Grounds – Ms. Corsillo reported a broken fence in the courtyard. The window washing for the courtyard will be done after the Borough takes care of the plant overgrowth. Ms. Corsillo will be following up with DPW.

C. Foundation – Meeting scheduled for October 22nd to begin planning next year's Gala.

D. By-Laws – No report.

E. Policy – No report.

F. Strategic Planning – No report.

G. 130th Anniversary – Ms. Corsillo is following up with Ms.Bogosian to see if there will be a proclamation from the Mayor.

H. Nominating – No report.

I. Personnel – Discussion of potential part-time security position. According to BCCLS, the average pay is 20-25 dollars an hour for a part-time security guard.

Ms. Rodriguez mentioned there was a security guard working nights at the library when she was younger.

Ms. Kivich asked if there is an uptick of children hanging out at the library after school. Ms. Corsillo said that fourth graders through ninth graders hang out in the library, and that there are more of them than in previous years. The staff noticed some older children picking on the younger children and deescalated the situations.
Mr. Ryan said that the school administration is aware of the situation and offering the library their full support.

J. Mayor/Alternate – Ms. Quatrone contacted Ms. Corsillo and Ms. Armacost prior to the meeting to share that the Borough has requested the roof replacement be part of a formal capital project request in 2025, as it will cost six figures.

K. Superintendent/Alternate – No report

L. Legal – No report.

8. Old Business

- None

9. New Business

- None

10. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Cori Verdino
(KV)

Next Meeting: Tuesday, November 19, 2024 at 7:00 PM