Rutherford Public Library Board of Trustees
Minutes for December 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 - Zoom Ms. Monica Rodriguez Mr. Charles Ryan - Zoom Ms. Krista Vellis - Zoom Mr. Palmer Yale
Absent	Mr. Jimmy Rizzo
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ian Doris Ms. Susan Quatrone
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. President's Report

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the November 18, 2024, open meeting
Moved: Rodriguez Seconded: Yale
For: Ackermann, Armacost, Kivich, Rodriguez, Ryan, Vellis
Against:
Abstain: Bogosian, Yale

Motion: To approve the minutes of the November 18, 2024, closed session meeting
Moved: Ackermann Seconded: Rodriguez

For: Ackermann, Armacost, Kivich, Rodriguez, Ryan, Vellis
Against:
Abstain: Bogosian, Yale

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:

- Facilities – Boiler repairs are ongoing. We are repairing the same one that had a problem last year. The new company identified the problem. It is a costly repair, but a new boiler is $58,000. We may at some point be able to get the PSE&G sustainability grant.
    - Inside cameras are here and installed. They are working out well. We have 13 cameras in all of the inside public areas of the library.
- Technology – our existing vendor for museum passes is going out of business as of December 31. We are transitioning to Museum Key, which is what we use for the Library of Things.
    - The BCCLS computer installation needs to be put off until January. It will still be paid out of our 2024 budget.
- The Freedom to Read Act was signed by Governor Murphy. We are still waiting on specifics of requirements that we may need to update our policy. NJ is only the 3rd state to pass legislation like this. It applies to public and school libraries.
- The 72nd annual Chamber of Commerce Holiday parade was November 30th – we participated as Grand Marshalls. Representatives of the Library, Friends and Foundation were on the float.

7. Committee Reports

A. Finance

1. Payment of December bills

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

2. Capital Plan Update

Ms. Corsillo shared annual updates to the library's capital plan, reflecting projects have been completed or are in progress, as well as new projects that have been added. This document plans for the future, so there is more spending forecasted in it than we currently have available.

Motion: To approve the updates to the library's Capital Plan as presented
Moved: Yale Seconded: Vellis
For: Ackermann, Armacost, Bogosian, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

3. Introduction of 2025 Operating Budget
    a. Draft is looked at this month, and we will make necessary updates. It will be approved by the Board in January. If there's anything that anyone thinks should be changed or added, now would be the time to do it.
    b. The Friends contribution is higher than usual because we asked for a one-time donation to replace some desk chairs.
    c. There's a passthrough capital expense to fix the boiler.
    d. There are union contract raises in the budget. Also, the security guard salary position, but with other changes this year, it didn't impact the bottom line significantly.

B. Buildings/Grounds – Ms. Quatrone will ask the Borough Administrator how we request capital funds.

C. Foundation – No report.

D. By-Laws – No report.

E. Policy – No report.

F. Strategic Planning – An updated will be shared at the January meeting.

G. 130th Anniversary – Wrapping the year up.

H. Nominating – Everyone on the Board has agreed to continue in their positions. They will be sworn in in January.

I. Personnel – No report

J. Mayor/Alternate – No report.

K. Superintendent/Alternate – No report.

L. Legal – No report.

8. Old Business

- None

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, December 17 at 7:26 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

- Library Director Annual Evaluation

Motion: To increase the Director's salary at the rate of 4.25% for the 2025 year, effective January 1.
Moved: Yale Seconded: Rodriguez
For: Ackermann, Armacost, Bogosian, Kivich, Rodriguez, Ryan, Vellis, Yale
Against:
Abstain:

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Cori Verdino
(KV)

Next Meeting: Tuesday, January 21, 2024 at 7:00 PM