Rutherford Public Library Board of Trustees
Minutes for January 21, 2025 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. Charles Ryan Mr. Palmer Yale - Zoom
Absent	Mr. Jimmy Rizzo Ms. Monica Rodriguez Ms. Krista Vellis
Staff Present	Ms. Gretchen Corsillo
Others Present	Mr. Ray Guzman
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. Armacost read the provisions of the Open Public Meetings Act.

3. 2025 Reorganization

a. Election of Officers

Motion: To approve the nomination and election of Wendy Armacost as President, effective January 1, 2025.

Moved: Bogosian Seconded: Kivich
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

Motion: To approve the nomination and election of Monica Rodriguez as Vice President, effective January 1, 2025.

Moved: Ackermann Seconded: Kivich
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

Motion: To approve the nomination and election of James Rizzo as Treasurer, effective January 1, 2025.

Moved: Kivich Seconded: Ackermann
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

Motion: To approve the nomination and election of Krista Vellis as Secretary, effective January 1, 2025.

Moved: Bogosian Seconded: Kivich
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

b. Appointments

i. Auditor: Wielkotz & Company
ii. Newspaper of Record: Bergen Record
iii. Legal Counsel: Ian Doris, Esq.

Motion: To approve the aforementioned appointments for 2025.

Moved: Bogosian Seconded: Ackermann
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

c. BCCLS Certification of Agreement

Motion: To authorize Gretchen Corsillo and Wendy Armacost to complete the 2025 BCCLS Certification of Agreement

Moved: Kivich Seconded: Bogosian
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

4. President's Report

Welcome back to Ray Guzman

A. Agenda

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

B. Approval of the minutes

Motion: To approve the minutes of the December 17, 2024, open meeting
Moved: Bogosian Seconded: Ackermann
For: Ackermann, Armacost, Kivich, Ryan, Yale
Against:
Abstain:

Motion: To approve the minutes of the December 17, 2024, closed session meeting
Moved: Bogosian Seconded: Kivich
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:

Abstain:

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:

- Facilities – Teen space updates – the majority of the furnishings are here and were installed on January 15th. Two of the three countertops were cut incorrectly and one sustained damage while trying to install it. We will move forward with painting and electrical work. The space is useable without the countertops, but these are significant problems. Ms. Corsillo spoke with the President of the company, and he was sufficiently upset about it. We are trying to find out how long it will be before they can be re-installed.
    - Children's shelving was installed.
    - The broken boiler in December is waiting for a part that is backordered, so that hasn't been able to be fixed.
    - Fire inspection was done on January 14th. A few issues were identified. Written report will come in a few weeks.
- Technology – we were able to switch over to the new vendor for the museum passes with no problems.
- Friends of the Library – tickets are on sale for Mini Golf. There are 3 sessions now instead of 2. Two sessions on March 7th and one session on March 8th. Friday morning for the younger kids, will hopefully free up space on Saturday. Friday night is still the adult night. They did raise the price a little bit based on patron feedback.
- BCCLS – strategic plan hopefully approved next week. Will allow BCCLS to serve the libraries better. Ms. Corsillo will continue to Chair this committee in 2025 and has been asked to join the PR Committee.
- Ms. Corsillo is working on the State Aid report next week.
- The annual report is in the packet as well as on the website.

8. Committee Reports

A. Finance

1. Payment of December bills

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

2. Approval of 2025 Operating Budget

Motion: To approve the 2025 Operating Budget as presented.
Moved: Ackermann Seconded: Bogosian
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

3. Approval of 2025 Municipal Appropriation Request

Motion: To approve the 2025 Municipal Appropriation Request

Mr. Guzman mentioned the boiler issue. The Borough recognizes that $58,000 for a boiler is a lot for the Library budget. Money should be put aside for capital improvements to replace the boiler. Ms. Armacost mentioned the ideal situation with PSE&G grant possibility.
Mr. Guzman also mentioned the roof issue. What is the life expectancy of the roof now? Ms. Corsillo stated that the patch work was done in the fall typically lasts 1-3 years. Possibly the Borough can start budgeting for this as well over the next few years. The Borough feels that the best way to do it is the more expensive fix but now might be the time to request to put aside money. They need to know what to budget for.
Ms. Corsillo and Ms. Armacost stated that the Library will put these requests in to the Borough as a separate issue from this budget request, but put it in at the same time.

Moved: Bogosian Seconded: Kivich
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

B. Buildings/Grounds – Update on Teen Space and Mezzanine – The reason for the issue with the staircase not meeting the standards for emergency exit is actually the railing system. If they are re-done to make it wide enough to use for a fire exit, we could close off the stairs by the teen space to make the area ADA compliant as well. Tryon Railings in Lyndhurst – Ms. Corsillo will contact them to look at the railings.

C. Foundation – Ms. Bogosian reported - Gala planning is underway. 5/3/25 – Honoree is Jimmy Rizzo. We are reaching out to many organizations that Jimmy has been involved with. Ticket sales should be open 2/1/25.

D. By-Laws – No report.

E. Strategic Planning – 2024 Status Report was in the packet for review.

F. Nominating – All Officers were sworn in at this meeting.

G. Personnel – No report

H. Mayor/Alternate – Mr. Guzman brought up the concerns about the garden/mini park in the back of the library. Outdoor cameras have been approved and will be installed by the Borough. Access to the cameras will be to the Police Department. The park needs some work, and we will be looking to Access for All and The Green Team to try to figure out grants and come up with ideas. Mr. Guzman is willing to chair the project.

I. Superintendent/Alternate – New – High School has half days for midterms.

J. Legal – No report.

9. Old Business

- None

10. New Business

- 2025 Committee Assignments
    - Please let Ms. Armacost know if there's a committee that you're interested in. She will send an email this week.
    - Cataloguing and listing maps, projects.

- Revised Hours: March 7 and 8, 2025

Motion: To close the library on Friday, March 7 and Saturday, March 8, 2025 in order to accommodate Library Mini Golf.
Moved: Kivich Seconded: Ackermann
For: Ackermann, Armacost, Bogosian, Kivich, Ryan, Yale
Against:
Abstain:

11. Adjournment

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

There being no further business before the Board, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Cori Verdino

Next Meeting: Tuesday, February 18, 2025 at 7:00 PM