

**Glen Rock Public Library Board of Trustees Meeting Minutes
February 13, 2020**

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, February 13, 2020 at 7:36 PM.

Present:

Cathy Osborn, President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Teresa Gilbreath, Borough Liaison
Lisa Tomaselli, Superintendent's Liaison
Rachel Feinmark, Trustee
Vicki Fleiss, Trustee

Also Present:

Ellen O'Keefe, Library Director
Georgene Betterbed, President of the Friends of the Library

Public:

Darlene Swistock, Executive Assistant from BCCLS, Trustee & Friends Committee Liaison
Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time and location of this meeting has been advertised, filed with the Borough Clerk, and posted on the bulletin board of the Municipal Building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of the January 9, 2020 Meeting: Members reviewed previous meeting's minutes. Motion to approve by Teresa. Second motion: Vicki. Motion approved.
4. Welcome to Visitors with instructions on when to address the Board: Ellen introduced Darlene Swistock, an Executive Assistant from BCCLS who also serves as the Trustee & Friends Committee Liaison for the organization. Darlene was present to observe the meeting and make suggestions on how to integrate BCCLS more closely. Darlene provided handouts to the trustees.
5. Public Comments: None.
6. Correspondence: The library received a \$250 donation from Glenn D. Bellitto and Kyle A. Moran.
7. Director's Report: Ellen spoke.
 - The Judy Westerman Silver Fund plans for balance transfer are to be postponed following discussion.
 - Starting from January 2020, the agenda and minutes of each Trustees' Meeting will be posted on the Glen Rock Library website.

- The Bergen County Grant from BCCLS for 2019 in the amount of \$150,000 arrived. Funds will be used to offset the \$25,000 previously lost in collection of fines from 2019. The amount requested for 2020 is \$250,000. The grant is allocated from the Board of Freeholders.
 - BCCLs emails are available for trustees.
 - Trustee Training (10 minutes x 7 trustees): 7:57 PM-8:07 PM. This equates to 70 minutes of trustees' training. Ellen explained the OPRA laws to the Board's newest trustees.
 - Ellen mentioned BCCLS snapshots will be distributed at meetings moving forward. Darlene provided the documents today.
 - 29 of the library's BCCLS computers were updated this past week.
 - Two full-time library employees are retiring in March. A current part-time employee will be taking one of the full-time positions. Kathleen suggested the Board of Trustees send cards to the retiring employees.
 - The Construction Bond Grant Application is being compiled by the library with the assistance of the borough's grant writer, Evan Covello. The deadline to submit is April 6. The library is hoping to have the application submitted by mid-March.
 - April 30, 2020 is the deadline for Trustees to file the State's Financial Disclosure Statement.
8. February Bills to Be Paid: Motion to pay February bills by Kathleen. Second by Vicki. Motion approved.
 9. Report from Friends of the Library: Georgene spoke. The 2019 Read-a-Thon has been wrapped up. The 2020 Read-a-Thon begins March 1st. An email has been sent to the Superintendent of Glen Rock Schools office. The book sale is approaching.
 10. For Information: Teresa spoke. Discussion regarding the library as a resource in town for residents to complete the 2020 Census.
 11. For Discussion: Vicki will be stepping down this year as a Trustee due to her family moving.
Teresa asked for a change in her committee assignment. Teresa will be removed from the finance committee and reassigned to the personnel committee. Rachel will be switched to the finance committee from the personnel committee.
 12. For Action:
 - a. Resolutions:
 - i. Motion to approve the Salary Resolution for Confidential Employees by Dan. Second by Rachel. Motion approved by all present members. Resolution signed by Cathy and Kathleen.
 - ii. Motion to approve the resolution in support of the Construction Bond Grant Application by Dan. Second by Vicki. Motion approved by all present members. Resolution signed by Cathy and Kathleen.
 - b. Update of Library Closings:
 - i. The Glen Rock Library's holiday closures calendar for 2020 has been updated to include Saturday, July 4th. Document dispersed to trustees.

13. Committee Reports:

- a. Finance: Dan spoke. A CD the library has is coming due. The rolling over of funds is to be discussed with Mary.
- b. Personnel: Internal changes discussed in Director's Report. Ellen stated updated additional job descriptions may be useful. Two-three more trustee signers are needed to be approved for the library's bank accounts.
- c. Building & Grounds: None.
- d. Planning: Previous discussion of the Construction Bond Grant Application.
- e. Technology: BCCLS computers updated as mentioned in Director's Report.
- f. Ad Hoc: The Capital Campaign is meeting next week.

14. Old Business:

None

15. New Business:

Ellen and Cathy spoke regarding orientation training Teresa, Lisa, and Rachel (new trustees) will need to complete with Mary. Ellen mentioned Trustee Training is available on the New Jersey Library Trustees Association website. 7 hours of training over the course of a year are required by the collective Board.

Darlene and Ellen mentioned utilizing the BCCLS website and the benefits of meeting with other library boards.

Kathleen inquired about the possibility of extending Tuesday late hours.

16. Adjournment: 9:15 PM motion by Kathleen. Second by Lisa. Meeting adjourned.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary