

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, May 11, 2023 at 7:00 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:06 pm on the Zoom platform.

Board Members:

President: Rachel Feinmark	present
Vice-President: Matt Jacobs	present
Treasurer: Dan Lesso	present
Secretary: Kathleen Walter	present
Mayor's Alternate: Jill Orlich	present
Superintendent's Alternate: Lisa Tomaselli	present
Trustee: Christa Folco	present
Trustee: Jeff Schlecht	present
Trustee: Maggie Jacoby	present

Ex-Officio Members:

Library Director: Ellen O'Keefe	present
Friends of the Library Member: Georgene Betterbed	present

Others:

Recording Secretary: Catherine Dodwell	present
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- 2. ADEQUATE NOTICE OF THE MEETING:** Rachel Feinmark announced that all requirements of the Open Public Meetings Act have been fulfilled: the date, time, and access to this meeting have been advertised in the official newspapers; posted on the Library and Borough websites; and posted at the main entrance of the Library. The link for public access to the virtual format has been provided along with instructions for public participation.
- 3. MINUTES:** Minutes of the April 12, 2023 Regular Meeting were accepted by consent as distributed.
- 4. WELCOME TO VISITORS AND INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Rachel Feinmark announced that public participation and remarks are welcome and provided guidance for comment.
- 5. PUBLIC COMMENTS:** none
- 6. CORRESPONDENCE:** none

7. DIRECTOR'S REPORT:

- Ellen O'Keefe reported that the Library was not awarded the *Level Up Your Library* mini-grant that was offered by LibraryLinkNJ.
- The municipal budget was approved the previous evening and the Library will receive an additional \$28,643 for 2023. Ellen will request 50% of this allotment at this time since we are almost halfway through the year.
- Kristen Rasczyk and Theresa Saracino will be attending the NJLA Conference in Atlantic City on June 1-2. Kristin will be presenting a poster session as part of the "Emerging Leaders" training in which she is currently enrolled.
- Ellen reported that the new tables and chairs have arrived and indicated that in addition to looking great, she said they are being used by the teens as intended. She shared a picture of the Main Area with them in place. The old ones were listed for sale on a municipal government website and since there was no interest from potential buyers, the DPW will remove them.
- Other facility items of note: the carpets were cleaned on April 25; new water stains were noted in the Reading Room and repairs are being coordinated with NJ Roofing; Brian has been checking in with them since they are working after 5 pm when the Library is closed; the roofing company will also be cleaning the gutters; unit #5 of the HVAC system is not working and it is time to decide whether or not to repair or replace it; the telephone upgrade is still in limbo as the hardware has been received but no information has been provided as to the installation/switch over date; the window cleaning is scheduled for June 5.
- The National Week of Conversation forum held on April 17 provided an excellent community discussion on immigration and was moderated by Maggie Jacoby.
- The National Library Week, "Tell Us Your Story" contest resulted with 22 paper entries, 5 FaceBook posts, and 3 emails to the Mayor and Council on which the Library was copied. This provided some great stories that will be used throughout the capital campaign.

8. TREASURER'S REPORT/MAY BILLS TO BE PAID:

- The Treasurer's Report was accepted by consent as distributed. It will be filed for audit.
- Christa Folco moved to pay the May bills as presented. Second: Lisa Tomaselli. Motion carried.
- Ellen O'Keefe provided additional information about the bill from the carpet cleaning company; they were asked about the cleaning of the tiles in the lobby and it was explained that they would need to be stripped down to the surface, cleaned and buffed without the application of floor wax.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Georgene Betterbed reported that Petra Inbar did not attend the last Friends' meeting so the final results of the Read-A-Thon will not be available until the end of May; there were 800 participants; it is expected that the money raised will be close to what was raised last year; the Mayor has contacted the winners to invite them to a Mayor and Council meeting for the presentation of certificates.
- Georgene relayed the request from Nanci Lynn who would like assistance with the book sale to be held May 17-21.
- Georgene indicated that the works of Chris Weyant and Anna Kang will be on display this September. Chris indicated that he will have some prints mounted and signed to be available for auction; it was suggested that this take place at the Wine Tasting event to be held in November.
- Georgene contacted the Borough and learned that they do hold a liquor license; she will arrange for acquiring the other necessary permits.
- Merve, the owner of Merve's Kitchen and Bakery, would like to have a cookie decorating contest as a fundraising event for the Library. Participants will be charged and the proceeds will benefit the Children's Room.

10. FOR INFORMATION: none

11. FOR DISCUSSION:

- a. Dedication of Judy Westerman Silver tables and chairs
Ellen O'Keefe forwarded the request from Judy's husband, Ed, that the family be given plenty of notice for the dedication as some of them live out of state and plan to attend. Possible dates were discussed along with the perfect location for the plaque; it was agreed that the left side of the archway as you approach the circulation desk would be ideal. Ellen will solicit the wording for the plaque by email. Ellen's thought was to offer simple refreshments such as cupcakes and lemonade for the reception.

12. FOR ACTION:

- a. Following a discussion of how best to manage the repair of unit #5 of the HVAC system, Matt Jacobs moved to authorize the repair of unit #5 up to 50% of the replacement cost of the unit; if the repair exceeds 50% of the most recent quote of \$7460 for replacement, the unit will be replaced. Second: Dan Lesso. Motion carried.
- b. Lisa Tomaselli moved to amend the February 9, 2023 resolution to include the purchase of chairs with the Judy Westermann Silver funds. Second: Kathleen Walter. Motion carried.

13. COMMITTEE REPORTS:

- a. Finance: Dan Lesso announced that it was time to move money to reduce the bank balances that exceed the insurance cap provided by the FDIC and

proposed a rearrangement plan. Ellen displayed a list of all the accounts and indicated which ones were restricted accounts and could not be changed. Matt Jacobs moved to transfer \$60,000 from the Blue Foundry Money Market account to a new savings or checking account at Ascendia Bank as determined by the account which offers the best rate. Second: Kathleen Walter. Motion carried.

- b. Personnel: Kathleen Walter announced having to accept Ellen O’Keefe’s letter of resignation with great regret. Ellen indicated that this has been the best job she has ever had but personal circumstances have encouraged her move to the Ocean County Library System. Ellen suggested the Board appoint an interim director fairly quickly; Kathleen Walter will write the advertisement and Ellen will post it to the BCCLS, NJLA, PALS+, MAIN, and other local job boards. It was suggested that an interim be advertised for 20 hours per week at a rate of \$51.56, the NJLA recommended hourly rate.
- c. Buildings and Grounds: HVAC, floors, entryway already discussed.
- d. Planning: no report
- e. Technology: Matt Jacobs reported that he will attempt to expedite the telephone system completion since the hardware is in the building.
- f. Ad Hoc: no report

14. UNFINISHED BUSINESS: none

15. NEW BUSINESS: Ellen O’Keefe indicated her last day will be June 9; her last Board Meeting will be June 8, 2023.

16. ADJOURNMENT: Matt Jacobs moved to adjourn the meeting at 8:40 p.m. Second: Lisa Tomaselli. Motion carried. The next meeting is scheduled for Thursday, June 8 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President