

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, May 13, 2021 via ZOOM**

- 1. CALL TO ORDER:** The virtual meeting was called to order by President Cathy Osborn at 7:35 p.m. on the Zoom platform.

Roll Call of Members:

President: Cathy Osborn	present
Vice-President: Matt Jacobs	absent
Treasurer: Dan Lesso	present
Secretary: Kathleen Walter	present
Mayor's Alternate: Amy Martin	present
Superintendent's Alternate: Lisa Tomaselli	present
Trustee: Rachel Feinmark	present
Trustee: Christa Folco	present
Trustee: Jeff Schlecht	present

Ex-Officio Members:

Library Director: Ellen O'Keefe	present
Friends of the Library Co-President: Joyce Stein	present
Friends of the Library: Georgene Betterbed	present

Other:

Recording Secretary: Catherine Dodwell	present
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- 2. ADEQUATE NOTICE OF THE MEETING:** Cathy Osborn 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:** Kathleen Walter moved to accept the minutes of the April 8, 2021 Regular Meeting as distributed. Second: Amy Martin. Motion carried.
- 4. WELCOME TO VISITORS WITH INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Cathy Osborn announced that public participation and remarks are allowed and provided guidance for comment.
- 5. PUBLIC COMMENTS:** none
- 6. CORRESPONDENCE:** none

7. DIRECTOR'S REPORT:

Ellen O'Keefe's report was distributed in the Board packet and reviewed the evolving status of COVID-19 protocols in libraries with current guidance indicating a low probability of COVID transmission through library materials and eliminating the need for a quarantine; expanding library services to previous levels; staffing issues created by the furlough; and plans to begin an external search for additional staff beginning on May 17. BCCLS updates included the contracted replacement of library computers, the system wide cessation of quarantining library materials, and the inequities of library participation in purchasing e-content: currently this is being studied by the MOST committee of which Ellen is a member. GLRK contributed approximately \$13,000 last year to this collection which is appropriate for the size and needs of the community.

In addition to a facilities update, a list of meetings that Ellen attended was provided along with a list of programs presented and the attendance for adult and children's events. The Second Round of the Library Construction Bond Act, the ALA Libraries Transforming Communities Grant, uses of the money received from the Camp Yaw Paw Foundation and the Bergen County Grant were outlined.

Jeff Schlecht reported that the application for the second round of the Library Construction Bond Act is progressing smoothly with meeting the requirements of the architectural certifications and will be finalized before the June 4 deadline. Sunny Gula from Millennium Strategies is the grant writer for this project. Amy Martin reported that the matching funding has been approved by the Mayor and Council and the 2021 Budget was approved on the first reading.

Ellen reported on the anemic response to the Community Survey which is currently on the library's website and other avenues for its dissemination were brainstormed (burbio, Borough website, Facebook, Instagram, twitter, Friday eblast).

Ellen asked if the Borough has received any money for expenses that were submitted for reimbursement through the NJ CARES Act. Additional items needed for staff and public safety were purchased during the pandemic including acrylic barriers, additional sorting bins, frequent and deep cleaning, PPE. Amy Martin summarized some of the costs that should be covered and will seek additional information about this reimbursement.

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

Lisa Tomaselli moved to accept the Treasurer's Report as distributed. Second: Kathleen Walter. Motion carried.

Jeff Schlecht moved to pay the May Bills as presented. Second: Kathleen Walter. Motion carried. Dan Lesso expressed surprise with the HVAC maintenance costs.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein reported that the Friends held their meeting on Monday, May 10, 2021.
- Participation in the All*Star Readathon was very high and a record \$12,500 was raised.
- Blue Foundry Bank expressed their interest in donating \$5000 to the Friends and asked what project was needed. The Friends suggested that this money be earmarked for renovation of the downstairs area. To supplement this donation, a 1:1 fundraising plan is under discussion.
- The Georgene Betterbed Reading Nook was dedicated on May 10 and has been refreshed with new lighting, lettering, paint, and reupholstered chairs. Ellen O’Keefe shared a video of Georgene’s surprise and delight as she entered the refurbished area.
- A virtual wine and cheese fundraiser has been proposed for the fall.
- Georgene Betterbed reported on the progress planning the Library’s Centennial Celebration scheduled for 2022: a professional artist will be engaged to create a logo that will blend the old logo with the current one (Lisa Tomaselli introduced her husband, Anthony, a graphic designer who can create this logo); bookbags displaying the new logo will be given to patrons who donate \$100; Georgene has contacted Lenora Benjamin to arrange for a trolley that will stop at notable sites in the Borough and an historical actor will provide a narration.
- Before the meeting began, Kathleen Walter shared some of the articles she found on microfilm at the Ridgewood Library about the founding of the Glen Rock Library that can be shared as part of the celebration.

10. FOR INFORMATION:

Rachel Feinmark provided the background for the June 12 event that is being developed from the National Issues Forum’s module on *Policing: What Should We Do to Ensure Equal Justice and Fair Treatment in Our Communities*. Amy Martin requested clarification of the existing local title, “How Do We Keep Glen Rock Safe” by including a subtitle that would convey what the event is about and eliminating the word “safe.”

Cathy Osborn requested that Rachel, Amy and Ellen discuss a better title which will reflect the intent of having a community conversation about values. By the end of the meeting, the consensus was to name it *Ensuring a Fair and Just Community: A Guided Conversation*. This event is made possible by ALA’s Libraries Transforming Communities: Focus on Small and Rural Libraries Grant. It will be held at the library and under an outdoor tent from 3-5 p.m.

11. FOR DISCUSSION:

a. Expansion of library services:

Ellen O’Keefe distributed the existing “We Are Open to the Public with Limited Services” and the proposed revision: “We Are Open to the Public with Expanded Services” for consideration to restore services that were paused during the pandemic. Revisions suggest that masks will not be required for outdoor events

and in-person programming will be conducted outdoors; time in the building and computer use will be limited to one hour; all returns will continue to be directed to the book drop; chairs and tables will be removed to allow for socially distanced seating; the building capacity will be limited; age restrictions on unaccompanied minors will continue; consideration for allowing indoor programming and meetings will be revisited in September; quiet rooms will be reopened with a restriction of one person at a time; access to the inside of the building through the front door will resume; and table tents will be used as gentle reminders to “be kind—limit your time.”

Ellen shared a spreadsheet of the recommended number of seats that could be accommodated in each section of the library to maintain a 50% capacity and 6 feet distance. Jeff Schlecht will review the capacity limits along with the seating chart and forward his recommendations. All agreed that access to the downstairs will be eliminated because there is no air conditioning or ability to circulate fresh air.

Georgene Betterbed has scheduled an artist’s display in September but will request a change to October.

12. FOR ACTION:

- a. Lisa Tomaselli moved to discontinue the 72-hour quarantine of materials effective immediately. Second: Jeff Schlecht. Motion carried. The book drop will continue as the point of return for all library materials.
- b. Kathleen Walter moved to end the pandemic practice of “Saturday premium pay” (time and one half) after June 26. Second: Dan Lesso. Motion carried.

13. COMMITTEE REPORTS:

- a. **Finance:** Dan Lesso reported that the Deferred Compensation CD has been opened at the Glen Rock Savings Bank.
- b. **Personnel:** Kathleen Walter reported that the committee is waiting for a response from the Union to begin work on the next contract.
- c. **Buildings and Grounds:** Jeff Schlecht had no additional report.
- d. **Planning:** Christa Folco had no additional report.
- e. **Technology:** In Matt Jacobs absence, Ellen O’Keefe reported that there is nothing at this time.
- f. **Ad Hoc:** Christa Folco is awaiting feedback from the Community Survey to be used in developing an updated Strategic Plan. She shared a compilation of Mission and Vision Statements from various libraries and requested input for a succinct Glen Rock statement. She expects to finalize this in June and requested that 2-5 minutes of each meeting be devoted to discussing the suggestions proposed by the Committee.

14. OLD BUSINESS:

- a. **Confirmation that all Trustees have filed the Financial Disclosure Forms with the State:** all present who are required to file indicated their compliance and Cathy Osborn confirmed that Matt Jacobs had also filed.

15. NEW BUSINESS: none

16. ADJOURNMENT: Kathleen Walter moved to adjourn the meeting at 9:14 p.m. Second: Christa Folco. Motion carried. The next meeting is scheduled for Thursday, June 10 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary