

Glen Rock Public Library
Board of Trustees Virtual Meeting Minutes
August 13, 2020

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was called to order on Thursday, August 13, 2020 at 7:33 PM via Zoom platform.

Present:

Cathy Osborn, President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Teresa Gilbreath, Borough Liaison
Rachel Feinmark, Trustee
Christa Folco, Trustee
Jeff Schlecht, Trustee

Also Present:

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

Public:

Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time, and access to this meeting has been advertised, filed with the Borough Clerk, and posted on the Borough and Library websites. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of Regular July 9, 2020 & the July 16, 2020 Emergency Meetings: Motion to approve the Minutes from the regular July 9, 2020 and July 16, 2020 Emergency Meetings by Kathleen. Second by Dan. Motion approved.
4. Welcome to visitors with instructions on when to address the Board: N/A
5. Public Comments: N/A
6. Correspondence: N/A
7. Director's Report: Ellen spoke. In light of the downstairs air conditioner being down, dehumidifiers are being used. Quotes have been researched to repair. The automatic faucets and one toilet have been installed in the bathrooms. The other fixtures are on backorder.

In-person visits launched July 21st, in conjunction with curbside service. So far this has been successful. If short on staff, half day in-person hours or possible curbside only service may be in place.

8. August Bills to Be Paid: Motion to pay August bills by Teresa. Second by Kathleen. Motion passed.
9. Report from the Friends of the Library: Georgene spoke. The Garden Club will be filling the planter near the electric sign outside the library. Georgene met with a representative from Book Cart, a business based out of East Rutherford, to assist with the book sale. Book Cart would help sell the library's collection of books set aside for purchase. The library would receive partial income from the sales. The Friends are to vote on this matter and then formally introduce the plan to the Board.
10. For Information: N/A
11. For Discussion:
 - a. Protocol if an employee is exposed to or diagnosed with COVID-19: Cathy, Ellen & Teresa spoke. After reviewing CDC and Borough guidelines regarding COVID-19, in consultation with the Library Board attorney, any employee exposure is to be reviewed on an individual basis and to be reported to the local Office of Emergency Management.
 - b. Further discussion: Judy Westerman Silver Fund: Ellen, Cathy and Georgene spoke. Suggestion of changing out tables in the main area of the library to mobile tables. Additional suggestion of a plaque dedication. Discussion will continue.
12. For Action: N/A
13. Committee Reports:
 - a. Finance: N/A
 - b. Personnel: Ellen spoke. Maureen Barron is retiring from her part-time Library Assistant's position October 27, 2020. Currently, there is no need to fill her hours but perhaps later on.

Personnel Manual: there are discrepancies between the Borough's Personnel Manual and the Collective Bargaining Agreement (CBA). Ellen stated she has an unapproved Library Personnel Manual on her computer from the previous director. Teresa will compare the Borough's Personnel Manual with the CBA. Teresa is suggesting that an attachment to the Borough Manual covering the differences is the most efficient path to resolution. Ellen reminded everyone that she, Theresa Sarracino and Mary Kruffy are not "within" the CBA. Ellen will send the unapproved Library Manual to Teresa and Kathleen. Kathleen prefers that this is accomplished this month before the school year begins.
 - c. Building & Grounds: Primarily addressed in Director's Report. Wifi access in the parking lot being worked on.
 - d. Planning: Strategic Planning Committee to meet sometime soon.
 - e. Technology: N/A
 - f. Ad Hoc: Capital Campaign & Construction Bond Grant: waiting for approval.

14. Old Business: N/A

15. New Business: N/A

16. Adjournment: Motion to adjourn by Teresa. Second by Kathleen. Meeting ended at 8:42 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary