

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 14, 2021 via Zoom**

- 1. CALL TO ORDER:** The virtual meeting was called to order by Secretary Kathleen Walter for President Cathy Osborn at 7:42 p.m. on the Zoom platform.

Board Members:

President: Cathy Osborn	present
Vice-President: Matt Jacobs	present
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	absent

Ex-Officio Members:

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

Other:

Recording Secretary: Catherine Dodwell	present
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- 2. ADEQUATE NOTICE OF THE MEETING:** Kathleen Walter 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:** Lisa Tomaselli moved to accept the minutes of the September 9, 2021 Regular Meeting as corrected: delete item i under 13.f. Second: Christa Folco. Motion carried.
- 4. WELCOME TO VISITORS WITH INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Kathleen Walter 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 reported that funding awards from the Library Construction Bond Act were not announced as expected on October 8.
- Carpet cleaning within the library has been scheduled for October 29 and it will be necessary to close to the public. Notification will be provided through signage and social media. Information will be distributed in the weekly community email blast.
- The SenSource people counter has been purchased and staff are in the process of setting it up.
- Representatives from Lerch, Vinci & Higgins, LLP were onsite on October 7 to begin the audit of the library's finances. Ellen is unsure when a final report will be available.
- Ellen reported that Theresa Sarracino substituted as her voting representative at the September 23rd System Council meeting which was a four hour marathon. The BCCLS budget was introduced and will be voted on at the October 28th meeting.
- The development and implementation of a BCCLS mobile app was approved at the September System Council meeting.
- The re-upholstery project is complete.
- Circulation statistics are rebounding and children's materials have surpassed 2019 totals.
- Frank Triolo, a Glen Rock resident and owner of Specialty Accessory Sales is printing the tote bags that the Friends of the Library are sponsoring for the Library Centennial.

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

Rachel Feinmark moved to accept the Treasurer's Report as distributed.

Second: Amy Martin. Motion carried.

Cathy Osborn moved to pay the October Bills as presented. Second: Christa Folco. Motion carried.

In response to a question about a payment to a cleaning service, Ellen O'Keefe replied that Brian's vacation time is covered by a service.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein reported that the Friends selected natural canvas with green printing for the tote bags at the meeting held on October 11. In addition to the logo, the design will include the statement, "Sponsored by the Friends of the Library." Delivery is expected in mid-November.
- The Friends coordinated a fundraiser with Francesca Brick Oven Pizza and Pasta. The Library received a lot of exposure as a result of the constant flow of people and the Friends raised \$125.
- The Art Gallery has been set up and everyone is invited to stop in.
- The Artist Reception that Georgene Betterbed hosted was well received.
- The Friends have recruited a student from Glen Rock High School as their new social media person.
- The Friends received a donation of \$250 from a patron.

10. FOR INFORMATION: Kathleen Walter asked if the logo could be made into a banner announcing the Centennial. Amy Martin reported that a banner extending across Rock Road was not possible since it is a County road. All agreed that banners should be hung across the entrances.

11. FOR DISCUSSION: Strategic Plan--Facilities

Christa Folco reported that she and Cathy Osborn have reviewed the information gathering and research completed so far. They will meet with the Friends of the Library to solicit feedback about the existing facilities and what is felt is in need of improvement. Ellen O'Keefe will survey the staff at the November 2 staff meeting to determine their feelings about meeting rooms, HVAC, public and private spaces. When the Board was asked, comments addressed the seating at tables, the need for more collaborative space for teens, more and improved meeting room space, quiet space, painting and carpeting.

Kathleen Walter raised the question about the design of the existing floor plan and how well it currently works; a question not included in the survey.

12. FOR ACTION:

- a. Financial: transfer of maturing CDs and other accounts.
Dan Lesso moved to transfer the Taylor #4 CD currently held at Columbia Bank to a new CD at the Glen Rock Savings Bank when it matures in December. Second: Matt Jacobs. Motion carried.
- b. Dan Lesso moved to transfer two Money Market Accounts currently held at Connect One Bank into a single capital reserve medium term account at Blue Foundry Bank. Second: Lisa Tomaselli. Motion carried.

13. COMMITTEE REPORTS:

a. Finance: Dan Lesso announced that in the process of relocating certain accounts, he learned that some banks require only one signature for withdrawal. Matt Jacobs suggested a letter be written to management to indicate that two signatures should be required and why.

b. Personnel: Kathleen Walter reported that there is nothing to report about Union negotiations: the contract expires at the end of the year; there is currently no shop steward for either group; a personnel committee meeting is needed.

c. Buildings and Grounds: Matt Jacobs--no report

d. Planning: Christa Folco--no report

e. Technology: Matt Jacobs--no report

f. Ad Hoc:

i. Strategic Plan: discussed earlier

ii. Centennial Committee: discussed earlier

14. OLD BUSINESS:

- Ellen O'Keefe asked Amy Martin if the Borough has received any reimbursement for COVID expenses that are expected from the NJ Cares Act. (no)
- Ellen reported that she sent Trustees the latest information about the 1/3 mil amount for 2022. Glen Rock's Library appropriation will be \$600 less than the 2021 amount. She indicated that the increase in health benefits will be 5% and the question was raised to whom can an appeal be directed since the work of the Budget Committee will be affected by these numbers.

15. NEW BUSINESS: none

16. ADJOURNMENT: Lisa Tomaselli moved to adjourn the meeting at 8:32 p.m.
Second: Cathy Osborn. Motion carried. The next meeting is scheduled for Thursday, November 11 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell

Recording Secretary