

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, January 12, 2023 at 7:30 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:45 p.m. in the Library.

Board Members:

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

Ex-Officio Members:

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

Others:

Recording Secretary: Catherine Dodwell	present
FOL member: Georgene Betterbed	present

- 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.
- 3. MINUTES:** Minutes of the December 8, 2022 Regular Meeting were accepted by consent as distributed. Matt Jacobs moved to accept the Minutes of the December 12, 2022 Special Meeting as amended: spelling of Christa Folco's name was corrected. Second: Dan Lesso. Motion carried. Minutes of the January 3, 2023 Special Meeting were not available and will be shared in February.
- 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 job posting for a Business Manager has been distributed. A temporary bookkeeper has been retained and is familiar with QuickBooks. The auditor is coming the next day to provide guidance and Mary Kruffyff has been available by telephone to help with the finances.
- Ellen has secured the password access to Blue Foundry Bank and is the only one with access to it.
- Ellen is exploring the acquisition of the QuickBooks migration package available through TechSoup and is awaiting answers to various questions. The pros and cons of the online version of QuickBooks were discussed.
- In view of the Business Manager opening, Ellen would like to propose that the salary range be increased to attract a pool of qualified candidates. She would like to have a discussion about changing the position to a part-time bookkeeper.
- Ellen has not received the date of the Finance Meeting with the Borough. The number of hours and the term of the temporary bookkeeper were discussed in relation to the 2023 budget.
- Ellen reported that there was a minimal amount of new staining of the ceiling tiles from roof leaks following the recent rainstorm.
- There has been no change with the progress of the telephone upgrade and it seems that the problem is with Verizon.
- Ellen reported no new updates to the mobile tables; a sample of an upholstered chair is outside her office.
- Ellen expressed her thanks and appreciation to the Friends of the Library for their donation of \$16,000 for 2023 programs and sponsoring the maintenance contract for the aquarium in the Children's Room.

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

- The Treasurer's Report had not been completed in time for the meeting by the temporary bookkeeper and was not available.
- Christa Folco moved to pay the January bills as presented. Second: Kathleen Walter. Motion carried.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein announced the All*Star Readathon is ready to be rolled out and is scheduled to run from March 1 through March 31st and has a new format.
- Joyce reported that the number of memberships has increased to 134. The Friends are discussing new incentives to attract donations of \$100.
- A Meet and Greet is scheduled for January 22 from 1:30-4:30 p.m.
- There will not be a Book Sale this year.

- Georgene Betterbed shared with the Board a copy of a grid that she distributed to the Friends members who attended their last Board Meeting showing the relationship of the Friends, Library Board, and Staff and the job descriptions of each group. It is hoped that a better understanding of the responsibilities of each group will facilitate an easier relationship.

10. FOR INFORMATION: none

11. FOR DISCUSSION:

- a. Patron Issue: Matt Jacobs moved to go into closed session at 8:32 pm to discuss an issue with a patron. Second: Christa Folco. Motion carried. Dan Lesso moved to return to the public session at 8:45 pm. Second: Matt Jacobs. Motion carried.
- b. Capital Campaign Progress:
 - Rachel Feinmark introduced a discussion of the priorities of a capital campaign; how much to request from the public; what are the Board's expectations of how much will be realized.
 - An Annual Giving Day was proposed as the launch date for a capital campaign.
 - There was a discussion of how to get this campaign started and what type of graphic should be used to indicate the progress, i.e. a thermometer.

12. FOR ACTION:

- a. BCCLS Bylaws Certification Agreement: Rachel Feinmark read the agreement; she and Ellen O'Keefe signed it.
- b. Resolution 2023-02: Eastwood, Scandariato & Steinberg. Dan Lesso moved to retain Eastwood, Scandariato & Steinberg, Attorneys at Law as General Council for the Library. Second: Maggie Jacoby. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.
- c. Resolution 2023-03: Baker and Taylor. Christa Folco moved that the Board of Trustees authorized the Library Director to enter into a contract with Baker & Taylor, Inc. for the purchase of library materials. Second: Maggie Jacoby. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.
- d. Resolution 2023-04: Payment of bills when lacking quorum. Matt Jacobs moved to authorize the Library Director to make payments of all usual and customary invoices, vouchers, and bills in the event there is no Board Meeting for reasons such as a recess or lack of quorum. Second: Maggie Jacoby. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.
- e. Resolution 2023-05: Wielkotz & Company. Dan Lesso moved to appoint Wielkotz & Company of Pompton Lakes, NJ as Auditors for the Glen Rock

Public Library. Second: Maggie Jacoby. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.

- f. Mayor Kristine Morieko joined the meeting by FaceTime to administer the Oath of Office to Matt Jacobs. He will serve on the Board for a five year term ending in 2027. End dates for the remaining trustees are as follows:

Dan Lesso	2023
Christa Folco	2023
Kathleen Walter	2024
Rachel Feinmark	2024
Maggie Jacoby	2026
Jeff Schlecht	2026

13. COMMITTEE REPORTS:

- a. Finance: Dan Lesso requested a letter from the Board listing the current signatories for Blue Foundry Bank and eliminating Cathy Osborn.
- b. Personnel: no report
- c. Buildings and Grounds: no report
- d. Planning: no report
- e. Technology: no report
- f. Ad Hoc: no report

14. UNFINISHED BUSINESS: none

15. NEW BUSINESS: Christa Folco requested a Capital Campaign meeting on January 19 at 7 pm.

16. ADJOURNMENT: Christa Folco moved to adjourn the Regular Meeting at 9:10 p.m. Second: Maggie Jacoby. Motion carried.

17. REORGANIZATION MEETING: Rachel Feinmark called the Reorganization Meeting to order at 9:10 pm.

Christa Folco announced the following Slate of Officers for 2023:

President: Rachel Feinmark
Vice-President: Matt Jacobs
Treasurer: Dan Lesso
Secretary: Kathleen Walter

Since there were no additional nominations from the floor, Christa instructed Kathleen Walter to cast a single unanimous vote for the Slate as presented.

18. ADJOURNMENT OF REORGANIZATION MEETING: Dan Lesso moved to adjourn the Reorganization Meeting at 9:14 pm. Second: Maggie Jacoby. Motion carried.

19. REOPEN JANUARY BOARD MEETING: President Rachel Feinmark reopened the January Board Meeting at 9:15 pm.

Board Members:

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

Ex-Officio Members:

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

Others:

Recording Secretary: Catherine Dodwell	present
FOL member: Georgene Betterbed	present

20. DESIGNATION OF FUNDS: Resolution 2023-06: Dan Lesso moved to designate Ascendia Bank and Blue Foundry Bank as official depositories of the Glen Rock Public Library and that funds of the Glen Rock Public Library deposited in said banks be subject to withdrawal upon checks or other orders for the payment of money when signed on behalf of the Glen Rock Public Library by any two designated trustees to wit: President Rachel Feinmark, Vice President Matt Jacobs, Treasurer Daniel Lesso, and Secretary Kathleen Walter. Second: Maggie Jacoby. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.

21. ADJOURNMENT: Kathleen Walter moved to adjourn the January Board Meeting at 9:30 p.m. Second: Maggie Jacoby. Motion carried. The next meeting is scheduled for Thursday, February 9 at 7:30 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President