

**Glen Rock Public Library  
Board of Trustees Meeting Minutes  
December 10, 2020**

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, December 10, 2020 at 7:35 PM via Zoom platform.

Present:

Cathy Osborn, President  
Matt Jacobs, Vice-President  
Dan Lesso, Treasurer  
Kathleen Walter, Secretary  
Rachel Feinmark, Trustee  
Christa Folco, Trustee  
Jeff Schlecht, Trustee  
Teresa Gilbreath, Mayor's Alternate  
Lisa Tomaselli, Superintendent's Alternate

Also Present:

Ellen O'Keefe, Library Director  
Mary Kruyff, Library Business Manager  
Georgene Betterbed, President of the Friends of the Library

Public:

Kristen Breen, Library Employee  
Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time, and access to this meeting has been advertised, posted on the Borough and Library websites, as well as at the main entrance of the library. A link with virtual access has been provided to the public as well as instructions for public participation. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of November 12, 2020 Meeting: Motion to approve the amended Minutes from November 12, 2020 meeting by Teresa. Second by Dan. Motion passed.
4. Welcome to visitors with instructions on when to address the Board: Welcome to Kristen.
5. Public Comments: N/A
6. Correspondence: Copies of the Library audit are available for Board members to pick up.
7. Director's Report: Ellen spoke. Library visit times have been reduced to 15 minutes for browsing and computer time has been suspended, aside from printing, as of December 7th. Doorside pickup is steadily in place. Door monitor staff shifts have been cut Monday-Friday, yet remain on Saturdays through the end of December. Saturdays tend to have more customer traffic. Typically there are no more than 4-5 patrons browsing in the Library at a time.

Ellen has followed proper safety protocols outlined by the Glen Rock Borough Office of Emergency Management & CDC guidelines to protect the staff from COVID-19 exposure.

Thank you to the Friends of the Library for providing each staff member with a gift bag for the holidays.

The Library is leasing two new gently used Xerox machines from Complete Document Solutions "green" program. The cost of the lease is \$235.00/ month.

Last week, the Library submitted an application for an American Library Association's Small and & Rural Libraries Grant. Based on the Borough's population, the Glen Rock Library is considered a small library. Within the first round of awards, up to 650 libraries will be granted \$3,000 each. The program is funded by a private donor and the Institute of Museum and Library Services. If awarded, the Library would use the funds to foster awareness-raising about race relations, equal justice, and fair treatment within the community already started with the previous CRAN book discussion. Future discussion, speakers, and activities anticipated. Thank you to Rachel for helping manage the submission.

8. Treasurer's Report/ December Bills to Be Paid:
  - a. Motion to accept Treasurer's Report by Kathleen. Second by Lisa. Motion passed.
  - b. Motion to pay December Bills by Jeff. Second by Teresa. Motion approved.
  
9. Report from the Friends of the Library: Georgene spoke. Thus far, \$2,114 was made from the Book Sale revenue of children's books. The Book Sale will continue throughout the holidays. Thank you to the Library staff's assistance in facilitating the book sale. Georgene (with Ellen's approval) will schedule two days in January to clean out the remaining inventory of books from the Book Sale supply. Hardcover fiction books and trade-backs are to be boxed and moved into storage for the time being. There is no Book Sale planned for 2021. The Friends' January meeting will hold elections. The Friends' sponsored Nutcracker event has been well advertised and is much anticipated. Georgene mentioned that 2022 will mark the Library's 100th Anniversary. She suggested planning begin in 2021 for the celebration.
  
10. For Information: Cathy spoke to Vicki regarding the surveys from 2018-2019. The Strategic Planning Committee is encouraged to meet in 2021.
  
11. For Discussion:
  - a. 2021 Budget: Mary & Ellen spoke. The Budget was presented at the November Board meeting. Revisions were requested. The Finance Committee reconvened to discuss. Use of unspent  $\frac{1}{3}$  of the mill funds were reviewed with the Borough attorney and State librarians. The remaining balance of  $\frac{1}{3}$  of the mill funds is slated to be given to the Library. The funds are to be deposited into any unrestricted Library account. The Library requested to receive funds from the possible allotment given to the Borough from the COVID FEMA Grant application. Further budget discussion among Board members. The Finance Committee will meet again to review the 2021 budget. The Library is not yet

scheduled to present the budget to the Borough. The budget submission deadline is March 15, 2021.

b. Officers and Members of Board for 2021:

Cathy Osborn, President  
Matt Jacobs, Vice-President  
Dan Lesso, Treasurer  
Kathleen Walter, Secretary  
Rachel Feinmark, Trustee  
Christa Folco, Trustee  
Jeff Schlecht, Trustee

To be appointed at January 14, 2021 Annual Reorganization Meeting:  
Mayor's Alternate  
Superintendent's Alternate

12. For Action:

- a. Resolution - Remote Public Meetings Held During an Emergency: Thank you to Teresa for sharing Borough policies for reference while drafting the resolution. Motion by Matt to accept resolution (12.10.20 Remote Public Meetings Held During an Emergency) as amended. Second by Dan. A roll call vote was taken to pass the resolution as amended. Unanimously in favor.
- b. Resolution - Part Time Furloughed Employees' Accrual End Date: Following discussion, motion by Kathleen to accept resolution (12.10.20 Part Time Furloughed Employees' Accrual End Date) as read. Second by Teresa. Motion approved unanimously with a roll call vote.

13. Committee Reports:

- a. Finance: N/A
- b. Personnel: Kathleen made a motion to move into a closed session at 8:57 PM. Second by Matt. Motion passed. Regular session resumed at 9:10 PM.
- c. Building & Grounds: Jeff & Ellen spoke. The Library passed the fire inspection.
- d. Planning: Strategic Planning Committee to reconvene in January. Also the Board will be re-submitting the Construction Bond Grant application.
- e. Technology: Matt spoke. New leased copiers are in the Library.
- f. Ad Hoc: N/A

14. Old Business: N/A

15. New Business: N/A

16. Adjournment: Motion to adjourn by Christa. Second by Lisa. Meeting ended at 9:15 PM.

Respectfully submitted by  
Kaitlyn Lawler  
Recording Secretary