

**MINUTES OF THE REGULAR MEETING OF THE  
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, February 10, 2022 via Zoom**

- 1. CALL TO ORDER:** The virtual meeting was called to order by President Rachel Feinmark at 7:33 p.m. on the Zoom platform.

Board Members:

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

Ex-Officio Members:

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

Other:

Recording Secretary: Catherine Dodwell	present
Business Manager: Mary Ellen Puzen	present for Finance Report

- 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. The link for public access to the virtual format has been provided along with instructions for public participation.
- 3. MINUTES:** Minutes of the January 6, 2022 Regular Meeting were accepted as distributed.
- 4. WELCOME TO VISITORS WITH 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 announced that the budget presentation to the Borough is scheduled for February 24 on Zoom. Ellen reported the need for finding an additional \$5200 to fix the Rock Road stairs and suggested this could come from the expected reimbursement from the Coronavirus Relief Fund for the purchase of PPE early in the pandemic.
- Ellen conducted a staff meeting on January 25 where staff were invited to order a Centennial polo shirt if desired. Interest from the Frank Taylor CD will be used to cover the cost of Centennial swag and other promotional items.
- The Centennial kickoff is scheduled for March 26 and will coincide with NJ Maker's Day.
- Ellen reported that the State Library has launched a program, "Just for the Health of It," which provides libraries with pre-loaded iPads to be used for telehealth visits, job interviews, and other video conferencing applications. GLRK will participate in this initiative.
- Ellen announced that BCCLS received \$175,000 from the Bergen County Board of Commissioners which will be split evenly among the Bergen libraries. This money (\$2822) and the State Aid grant will be allocated to the Hoopla and Kanopy lines of our budget.
- In collaboration with the Community Relations Advisory Network (CRAN), a new "community read" will begin in February and the Library will participate. The selection is *Caste: the origins of our discontents* by Isabel Wilkerson.

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

Mary Ellen Puzen provided the final version of the draft budget to be presented to the Borough on February 24.

The Treasurer's Report was accepted by consent as distributed. It will be filed for audit.

Kathleen Walter moved to pay the February bills as presented. Second: Jeff Schlecht. Motion carried.

**9. REPORT FROM THE FRIENDS OF THE LIBRARY:**

- Joyce Stein reported that the membership drive is underway and there was a good response in January. To date, twenty-two Centennial memberships have been purchased.
- Luisa Billingsly, the high school student who is managing the Friends' social media account, has posted the membership information to Instagram and to the Library and Friends' websites.

- Joyce announced that the annual Read-a-Thon is scheduled to begin on March 1. Publicity for the event and links for online registration have been included on the Library and Friends' websites.
- The Friends are collaborating with Art Amble, a program sponsored by Bergen County, to feature artists in the Gallery during the month of June. Glen Rock TV will promote this offering.

**10. FOR INFORMATION:** none

**11. FOR DISCUSSION:**

- a. Downstairs project: order of priorities. Jeff Schlecht outlined the long-term plan for building improvements to maximize available space and provide direct public access to the lower level. A component of maximizing space is the replacement of the existing HVAC system with a more compact footprint, greater energy efficiency, and one that will circulate fresh air into the building. Three options for replacing this mechanical system were presented and Jeff was seeking consensus on the preferred options to be included in the upcoming budget presentation to the Borough. He anticipates this replacement, installation of an elevator, the creation of a multipurpose meeting room along with smaller meeting rooms, and public lavatories will cost 2.1 million dollars. His presentation included a detailed and comprehensive budget. It was agreed that the HVAC replacement is ranked first, the space renovation including converting the handi-lift into storage space is second, and an elevator is third. In addition to requesting funding from the Borough, Millennium Strategies will be asked to explore grant opportunities. Of particular interest is the non-competitive Direct Install program from PSE&G.
- b. Front steps project-how to fund: Ellen O'Keefe proposed three options for covering the \$5200 cost for replacing the front steps which have to be repaired for safety: the money could be taken from the expected reimbursement for PPE purchases; the Borough could be asked to pay for the project; or money could be moved from the capital reserve fund to cover it.

**12. FOR ACTION:** none

**13. COMMITTEE REPORTS:**

- a. Finance: previously covered
- b. Personnel: Kathleen Walter announced that nothing has been received from the Union and the requested information has been provided to them.
- c. Buildings and Grounds: previously covered

d. Planning: Christa Folco reported that she recently met with Cathy Osborn and Maggie Jacoby to outline the next steps in developing the Strategic Plan document.

e. Technology: no report

f. Ad Hoc:

I. Centennial Committee: Kathleen Walter presented a powerpoint of the timeline she created of the Library's history. This received high praise and will be emailed to the Board.

Christa Folco announced that a bookmark competition will be part of the celebration.

**14. UNFINISHED BUSINESS:** none

**15. NEW BUSINESS:**

- Ellen O'Keefe reported that the Borough instructed all Borough employees to wear N95 or KN95 masks earlier in the month. This issue will be revisited in the future when Governor Murphy lifts the mask mandate. Conflict with the public is anticipated when the schools eliminate masking and the Borough continues to require them in public buildings, i.e. the Library. Rachel Feinmark indicated that she will contact Kristine Morieko to determine the direction the Borough is taking on this issue.
- The question was raised about continuing Library Board meetings on Zoom or resuming an in-person format. Ellen will check with Eric Steinberg, the Library's attorney to determine the options.

**16. ADJOURNMENT:** Lisa Tomaselli moved to adjourn the meeting at 8:46 p.m.

Second: Jeff Schlecht. Motion carried. The next meeting is scheduled for Thursday, March 10 at 7:30 pm.

Respectfully submitted,

Catherine M. Dodwell  
Recording Secretary

Rachel Feinmark  
Board President