

**Glen Rock Public Library  
Board of Trustees Virtual Meeting Minutes  
March 11, 2021**

1. Call to Order:The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, March 11, 2021 at 7:41 PM via Zoom platform.

Present:

Matt Jacobs, Acting President/ Vice-President  
Dan Lesso, Treasurer  
Kathleen Walter, Secretary  
Rachel Feinmark, Trustee  
Christa Folco, Trustee  
Amy Martin, Mayor's Alternate  
Jeff Schlecht, Trustee  
Lisa Tomaselli, Superintendent's Alternate

Also Present:

Ellen O'Keefe, Library Director  
Joyce Stein, Friends of the Library Co-Chair  
Georgene Betterbed, 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, 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 the February 11, 2021 Regular Meeting & Closed Session Minutes from December 10, 2020 & January 14, 2021 Meetings:
  - a. Motion to approve the amended Minutes of the February 11, 2021 meeting by Kathleen. Second by Dan. Motion approved.
  - b. Motion to approve the Closed Session Minutes from the December 10, 2020 & January 14, 2021 meetings by Christa. Second by Kathleen. Motion passed.
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. On 3/2 there was an incident with the Library's fire alarm. Matt managed the incident which resulted in facility changes. There is an estimate of \$970 for electrical work. The Building & Grounds Committee approved a quote off \$1,125 for the installation of duct smoke detectors and a LCN Closer/Smoke Barrier for the boiler room door to be completed by Main Locks. Contract renewal for Pride Alarms to be renewed this month. The work will be done on a Library's late night, Monday. The

Library will offer doorside service exclusively until the work is completed and patrons can return inside.

Mary & Ellen filed the Annual State Library Report on 3/11.

The carryover of funds check from the Borough has been received by the Library.

Baker & Taylor service has improved.

No news on the second submission of the Construction Bond Grant yet. Rachel, Matt, & Ellen reviewed the State scoring sheet and rubric of the grant application award for improvements in preparation of the next attempt. Kathleen & Rachel to meet and discuss new surveys in May & June.

Ellen received a notification from the State Library of the increase of indoor capacity to 50% is optional for libraries to participate in. Ellen feels that the current operating procedures of the library are safe and effective.

8. Treasurer's Report/ March Bills to Be Paid:
  - a. Motion to accept the Treasurer's Report by Christa. Second by Kathleen. Motion approved.
  - b. Motion to pay the March Bills by Kathleen. Second by Amy. Motion passed.
  
9. Report from the Friends of the Library: Joyce & Georgene spoke. The 2020 Book Sale has finally wrapped up. Children's Aid & Family Services collected the remaining stock of book sale inventory. The Library received the first check from Book Kart which was over \$500.00. The 2021 Read-a-thon has been advertised. CRAN & Danielle's, Children's Librarian, book lists have been popular among registrations. The Friends are working on ways to gain new members & renew current memberships. The Friends are working with Kristen, Teen & Technology Librarian, to provide a link on the Library website for donations. The Friends decided to purchase 2 new NJ & NY state park/ museum passes.
  
10. For Information: Ellen mentioned future Library Centennial plans to be discussed with Georgene. Matt discussed the link for trustees to complete the financial disclosure statements for 2020 and 2021.
  
11. For Discussion: N/A
  
12. For Action: N/A
  
13. Committee Reports:
  - a. Finance: "All Other Budget": Dan discussed the Library's CD maturation and rollover/ disbursement of funds. Dan stated Mary, Business Manager, and him are working on a plan of action for the use of the funds.
  - b. Personnel: Kathleen spoke. This is a negotiation year. Awaiting word from the Library Union. Ellen stated there has been an internal posting of the upcoming

Recording Secretary position. From there, an external posting will occur on March 15. Library workers over the age of 65 have now been moved to 1B category of eligibility to receive a vaccine to combat COVID-19 All other Library workers are assigned to the 1C category.

- c. Building & Grounds: Discussed in the Director's Report.
  - d. Planning: N/A
  - e. Technology: N/A
  - f. Ad Hoc: Ellen & Matt spoke. The Strategic Planning Committee is to gather with Christa.
14. Old Business: N/A
15. New Business: Ellen & Joyce spoke about plans to honor Georgene's service to the Library.
16. Adjournment: Motion to adjourn by Matt. Second by Dan. Meeting ended at 8:36 PM.

Respectfully submitted by  
Kaitlyn Lawler  
Recording Secretary