

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

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, September 10, 2020 at 7:33 PM via Zoom platform.

Present:

Cathy Osborn, President  
Matt Jacobs, Vice-President  
Dan Lesso, Treasurer  
Kathleen Walter, Secretary  
Teresa Gilbreath, Borough Liaison  
Rachel Feinmark, Trustee  
Jeff Schlecht, Trustee

Also Present:

Ellen O'Keefe, Library Director  
Georgene Betterbed, President of the Friends of the Library

Public:

Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time, and access to this meeting has been posted on the Library's website. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of Regular August 13, 2020 Meeting: Motion to approve the Minutes from the August 13, 2020 meeting by Teresa. Second by Jeff. Motion approved.
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. In-person Library visits are going well. Less circulation overall but improving. Staffing is working well but can be a bit stretched at times.

The NJ Library Trustee Association is offering a half-day institute on 10/17/20 from 9AM-1PM. Topics include responsibilities of trustees, Library safety & security, and employment law during COVID-19. Cathy paid the \$25 fee which covered the Board members.

In collaboration with the Mayors and Councils and their public libraries of Glen Rock, Ridgewood and Fair Lawn, there will be a community read of *So You Want to Talk About Race* by Ijeoma Oluo. Discussions begin via Zoom on 10/11.

Ellen suggested applying for a round two NJ Council on the Humanities Grant. The deadline is 3/1/21. Topic to be further discussed among the Board.

Facilities updates this past month included irrigation zone repairs and rain sensor replacements by Horizon Landscape. Additional work has been completed in the Library bathrooms. Two auto flushing toilets installed. One remaining to be updated. Bill reconciliation with plumbing vendor, Rich Cervone, from 2017-2019 to take place.

Annual audit has taken place.

8. September Bills to Be Paid: Motion to pay September bills by Jeff. Second by Matt. Motion passed.
9. Report from the Friends of the Library: Georgene spoke. The garden planter by the electronic sign has been maintained by the Garden Club. Per the direction of Mayor Kristine Moreiko, the Read-a-thon awards ceremony has been postponed. Georgene has been working with the company BookKart to sell book donations. An advertisement for a curator of the Library's Art Gallery to be posted.
10. For Information: Cathy spoke. Adding trustee signatures to bank accounts has been underway. Ellen sent a memo to the Glen Rock Superintendent about Library guidelines.
11. For Discussion:
  - a. Next phase of expanding Library services: Ellen spoke. With schools reopening, there is concern of accommodating more Library patrons while preventing a possible spike in COVID-19 cases. The Library has yet to meet capacity. Current policies specify: 2 persons per household are allowed in the Library at the same time, a child entering 6th grade or older is allowed to enter the Library unaccompanied, 25 people maximum are permitted in the Library, and patrons have a 30 minute time limit. It was discussed and agreed by the Board to lift the current household limit and instead allow up to 6 people in the Children's Room at a time while still restricting capacity to 25 people. Raising the cap to 8 people in the Children's Room is up to Ellen's discretion.

Discussion of possible weekend hours, Saturday 10-2, with a 5 person staff. Staff will be compensated with the increased "Summer Saturday"/Sunday pay rate. Ellen will consult with the attorney if furloughed employees can be brought back in to work Saturday hours. All staff will have the opportunity to opt in.

12. For Action:
  - a. 2021 Trustee Meeting Schedule: Approval of 2021 Trustee Meeting Schedule as follows: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11, December 9 at 7:30 PM. Motion to accept by Matt. Second by Jeff. Motion approved.

13. Committee Reports:

- a. Finance: N/A
- b. Personnel: N/A
- c. Building & Grounds: The AC in the Library basement is no longer functioning properly. Replacement of the downstairs system is part of the Construction Grant application. Currently, dehumidifiers are helping. Additional repairs previously mentioned in the Director's Report.
- d. Planning: Cathy stated she had reached out to Vicki, former trustee, regarding surveys sent out to the town for strategic planning purposes.
- e. Technology: N/A
- f. Ad Hoc: Capital Campaign and Construction Bond Grant are still on hold, awaiting more specific direction from the state. Jeff mentioned there is an expectation of some communication from the State by early October.

14. Old Business: N/A

15. New Business: N/A

16. Adjournment: Motion to adjourn by Teresa. Second by Rachel. Meeting ended at 8:54 PM.

Respectfully submitted by  
Kaitlyn Lawler  
Recording Secretary