

**Glen Rock Public Library
Board of Trustees Meeting Minutes
October 8, 2020**

1. Call to Order:The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, October 8, 2020 at 7:36PM via Zoom platform.

Present:

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

Also Present:

Ellen O'Keefe, Library Director
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 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 September 10, 2020 Meeting: Motion to approve the Minutes from the September 10, 2020 meeting by Teresa. Second by Kathleen. Motion passed.
4. Welcome to visitors with instructions on when to address the Board: Welcome to Kristen.
5. Public Comments: Kristen stated she is happy to be back at the library.
6. Correspondence: N/A
7. Director's Report: Ellen spoke. The increase of an 8 person capacity in the Children's Room has been successful. The third quarter circulation report is incomplete due to lack of BCCLS statistics. An updated quarterly report will be emailed as soon as data is available. Recently the Library dealt with a difficult situation of a patron refusing to wear a mask properly. A summary of the encounter was shared with the Board along with a statement from the attorney regarding possible similar future encounters. Cathy thanked Ellen for her management of the situation.

The 2021 "1/3 Mill" Library budget will increase by 2.31%. This will increase funds by \$20,720. New appropriation of \$917,555. The 2021 budget to be discussed with Mary, Business Manager, and the Board Finance Committee once a meeting is scheduled. Excess funds suggested to be moved to the Capital Reserve account for future renovations.

A brief staff meeting was held the morning of 9/14 before opening. Employee feedback is that staff feels safe and comfortable with Library reopening protocols.

Saturday, 10/31, the Library will open from 10AM-2PM. This will mark the beginning of Saturday hours. Staff will be compensated at the temporary, "Summer Saturday" hourly rate while operating at reduced capacity. Teresa mentioned she will announce the Library's Saturday hours at the upcoming Mayor & Council Meeting.

Upcoming, Trustee training opportunity on Saturday, 10/17 from 9AM-1PM offered by the New Jersey Library Trustee Association. Link to be shared by Ellen. Please confirm attendance. Cathy and Teresa expressed interest.

Ellen, Danielle, Librarian, Theresa Sarracino, Librarian, and Teresa to be facilitators of the upcoming community read of *So You Want to Talk About Race* in October via Zoom. The community read is in conjunction with Ridgewood and Fair Lawn libraries. Over 560 people have signed up thus far. Teresa mentioned CRAN: Community Relations Advocacy Network of Glen Rock involvement.

- Ellen refunded \$314.84 to the Library to reflect a partial reimbursement paid to her from Zoom for the account she set up in April. Through a grant program, the NJ State Library is now paying for all public libraries' Zoom accounts for one year.

The Library's parking lot is in need of repairs. Pest Control provider switched to Terminix. The Glen Rock DPW still provides property clean ups. Brian, Custodian, researching lawn-care treatment companies. Fire, alarm, handi lift, and firewall annual inspections to take place.

8. October Bills to Be Paid: Dan spoke.
 - a. Motion to accept Treasurer's Report by Kathleen. Second by Matt. Motion approved.
 - b. Motion to pay October bills by Kathleen. Second by Matt. Motion approved.
9. Report from the Friends of the Library: Georgene spoke. The Friends membership drive is to take place on 10/18, during National Friends of the Library week. 200 letters to be mailed. Ellen has updated the Library website, encouraged enrollment in the newsletter, and advertised on the electronic sign for membership. Teresa offered to mention the Friends membership drive at the next Town & Council Meeting. The Read-a-thon certificate presentation is on hold. The museum pass program is remaining steady.
10. For Information: N/A
11. For Discussion:
 - a. Evaluation of current library services: Ellen spoke. Discussion among Board regarding reopening steps. Continued adjustments to take place as need be. Kristen mentioned that customers seemed to be pleased with the announcement of upcoming Saturday hours.

- b. Book Sale: Georgene spoke. After extensive deliberation with the Board, the proposed plan for the remaining stock of Book Sale inventory is to gather the bundled books, organize the bundles into bags labeled with a genre/ theme, and labeled \$5/bag. The bags will be sold in the Library on designated days for a few hours run by 2-3 Friends member shifts. The sale will begin with Children's books. Georgene will take this proposal to the Friends for review.

12. For Action:

- a. 2021 Holiday Closings: Approval of official closed holidays with pay in accordance with the collective bargaining agreement observed by the Library for 2021: Friday, January 1, New Year's Day; Monday, January 18, Martin Luther King, Jr. Day; Monday, February 15, President's Day; Friday, April 2, Good Friday; Monday, May 31, Memorial Day; Monday, July 5, Independence Day observed; Monday, September 6, Labor Day; Wednesday, November 24, Thanksgiving Eve Day, open 9 AM-1PM; Thursday, November 25, Thanksgiving Day; Friday, November 26, Day after Thanksgiving; Friday, December 24, Christmas Eve; Saturday, December 25, Christmas Day; Sunday, December 26, Day after Christmas Day; Monday, December 27, Christmas Day observed; Friday, December 31, New Year's Eve.

Additional Library closures without setting precedent: Sunday, April 4, Easter; Saturday, May 29, Memorial Day weekend; Sunday, May 30, Memorial Day weekend; Saturday, September 4, Labor Day weekend; Sunday, September 5, Labor Day weekend. Motion to accept by Christa. Second by Dan. Motion approved.

13. Committee Reports:

- a. Finance: Ellen spoke. Meeting of the Finance Committee scheduled for Thursday, 10/22 at 7PM with Mary to discuss the 2021 budget.
- b. Personnel: N/A
- c. Building & Grounds: N/A
- d. Planning: N/A
- e. Technology: N/A
- f. Ad Hoc: Cathy & Teresa spoke. Cathy to follow up with Vicki, former trustee, regarding town survey documents.

14. Old Business: Ellen spoke. Still awaiting an update on the Construction Bond Grant.

15. New Business: N/A

16. Adjournment: Motion to adjourn by Dan. Second by Christa. Meeting ended at 9:24 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary