

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 14, 2023 at 7:00 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:04 pm in the Library.

Board Members:

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| President: Rachel Feinmark | present |
| Vice-President: Matt Jacobs | present |
| Treasurer: Dan Lesso | present |
| Secretary: Kathleen Walter | present |
| Mayor's Alternate: Jill Orlich | present |
| Superintendent's Alternate: Jamie Britton | present |
| Trustee: Christa Folco | present |
| Trustee: Jeff Schlecht | absent |
| Trustee: Maggie Jacoby | present |

Ex-Officio Members:

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| Director: Brianne Colombo | present |
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Others:

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| Recording Secretary: Catherine Dodwell | present |
| Business Manager: Kathy Simmons Collins | present |

Public

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| Friends of the Library Rep: Caroline Lederer | present |
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- 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.
- 3. MINUTES:** Kathleen Walter moved to accept the Minutes of the November 9, 2023 Regular Meeting as distributed. Second: Maggie Jacoby. Motion carried.
- 4. WELCOME TO VISITORS AND 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:

- **Circulation & Collections:** Brianne reported the relabeling of fiction series and weeding nonfiction in the Adult Department continues; she and Libby Norris conducted an informal space audit in preparation for weeding the picturebook collection to introduce new materials; Kristen Rasczyk shifted the entire Teen collection to allow for future expansion; the result is a more browsable, inviting collection; statistics for the Museum Passes and Library of Things were reported.
- **Displays:** The display cases and Gallery are showcasing the works of several Glen Rock Arts Council artists as gift suggestions and are available for purchase; the Friends of the Library will receive 20% of each sale; Christopher Weyant and Karol Rubio are generously donating 100% of their sales to the Friends.
- **Facilities:** Brianne announced she is exploring alternatives to the current copier/printer arrangement; further details will follow under discussion; Brianne indicated her interest in accepting the offer of a free energy audit through the New Jersey Clean Energy Program; this program can help us to replace existing light fixtures with newer, energy-efficient models; switches for the new sprinkler system valves were installed as required for fire inspection compliance; the inspection was completed on December 7; the Garden Club completed their annual holiday decoration installation on November 24; the quarterly maintenance of the HVAC systems on December 7 uncovered faulty sensors in the unit servicing the Reading Room; they were replaced as part of the contracted maintenance.
- **Finance:** Brianne reported the proposed 2024 budget is included in the packet; she met with the Finance Committee to review consolidating the bank accounts; further details to follow under discussion.
- **Grants:** The Borough Council passed a resolution the previous evening to approve the application for a Bergen County Community Development Grant in the amount of \$199,000 for the installation of an elevator in the Library; the Lapkin Foundation has given the Library \$2,000.00 for the purchase of digital items for the 2024 budget.
- **Outreach:** In conjunction with the Friends of the Library and Merve's Kitchen, the Children's Department hosted a cookie decorating fundraiser on December 4th; this successful and fun event attracted 28 participants.
- **Personnel:** Brianne conducted a Staff Meeting on November 14 for 16 employees; the first Department Head meeting was held on November 28; this will be a monthly addition; Brianne relayed gratitude from the staff to the Board for the holiday party that was enjoyed at the Glen Rock Inn on December 5 and represented a rare occasion for most staff members to interact.

- **Programs:** Brianne shared the adult programming statistics for November: 141 participants attended the 7 scheduled programs; 22 children's programs were presented and attracted 346 children and 261 adults for a total of 607; 3 teen programs were presented to 8 attendees; 4 participants took advantage of the one-on-one tech help and 5 requests for VHS to DVD transfer were completed.
- **Public Relations:** Brianne reported press and social media coverage of Library events; Google analytics tallied website access; Facebook, X (formerly Twitter), and Instagram usage was presented.
- **Recent Meetings:** Brianne listed the 11 meetings she attended in November.

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

- Kathleen Walter moved to pay the November bills as presented. Second: Maggie Jacoby. Motion carried.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Caroline Lederer, Membership Chair, reported the November 4th Wine Tasting raised over \$4,300; the cookie decorating fundraiser with Merve's Kitchen was well received with 28 attendees; social media is generating buzz to get people talking about events at the Library.
- Caroline reported the Friends awarded a Block Grant of \$20,000 for library programming in 2024 for teens, adults, and children; this award was above the amount initially requested.
- The Friends are awaiting an end of the year report from Petra Inbar; she is coordinating the logistics of the Readathon which will begin on February 4, 2024; there will be a change to town-wide coverage to eliminate the inter-school competition; Board Members provided feedback to Caroline about problems that occurred in previous years.
- There will be a party at the conclusion of the Readathon in the Library which will coincide with Read Across America on March 2; Read Across America will also involve a full day of volunteer readers.

10. FOR DISCUSSION:

- Brianne Colombo recommended an action plan for consolidating the Library's bank accounts; after reviewing the initial resolution on the bequest, she proposed consolidating the two CDs at Ascendia Bank into one; she recommended removing the Delayed Compensation Fund CD when it is due; the Library's capital account can be changed to a Municipal Account at Blue Foundry with a higher interest rate; she recommended combining the checking account and operating money market account at Blue Foundry to eliminate the need to transfer funds before checks are written for the bills.
- Christa Folco moved to consolidate the Taylor accounts at Ascendia Bank; the accounts at Blue Foundry Bank should be combined as recommended

and the capital account modified to receive a 2.9% interest rate. Second: Jamie Britton. Motion carried.

- Brianne Colombo reported there was a recent post on Facebook about the stolen video games; Rachel Feinmark responded to a post that she would post an update soon on behalf of the library; Brianne will issue a comprehensive statement on social media; a police report was filed with the GLRK police department; video games will be moved to the circulation desk and empty cases will be returned to the floor for browsing in the new year; members of the public have asked about replacing the games with donations; Brianne will draft a gifts and donation policy for review in January.
- Brianne summarized her meeting with the representative from our copy machine leasing company to discuss the replacement of the existing copiers and to set up networked printing to these copiers from public and staff workstations; the preference is to upgrade to color copiers; the price for this change is good through December 31; Matt Jacobs would like to investigate the offering of another vendor before this contract is finalized. Kathleen Walter moved to accept the proposal to replace the current copiers with two new color copiers if a better offer isn't presented by December 21; the term of this contract will be five years. Second: Dan Lesso. Motion carried.

11. FOR ACTION:

Brianne Colombo distributed copies of the proposed 2024 Budget; she announced the $\frac{1}{3}$ mil rate for next year will be higher; she reviewed the income and expense lines and cautioned that she and Kathy Simmons Collins are working with the previous template and intend to consolidate a number of the categories in both sections to eliminate having similar expenses posted to different lines. Maggie Jacoby moved to accept the 2024 Proposed Budget, with the revision of moving \$2,000.00 from the Books & Media line into the Books & Media/Gifts and Grants line; and the addition of a new line for programming. Second: Kathleen Walter. Motion carried.

12. COMMITTEE REPORTS:

- a. Finance: no report
- b. Personnel: no report
- c. Buildings and Grounds: no report
- d. Planning: no report
- e. Technology: The long awaited telephone system is fully operational.
- f. Ad Hoc: no report

13. UNFINISHED BUSINESS:

- a. Elevator Project: Brianne Colombo announced that she met with Jeff Schlecht to develop a timeline for the construction projects which integrates all the moving parts; which she distributed; Matt Jacobs indicated his interest

in working on the project committee; Brianne will draft a RFQ (request for qualifications) which is more general than a RFP (request for proposal).

- b. Jill Orlich reported that the Community Development Grant application will be submitted the following day and the request for \$199,000 will be used for the elevator installation.
- c. The consensus was to maintain the current 7 pm starting time for Board Meetings.

14. NEW BUSINESS: none

15. EXECUTIVE SESSION:

- Matt Jacobs moved to adjourn for an Executive Session at 9:20 pm to discuss raises for confidential employees. Second: Maggie Jacoby. Motion carried.
- Jamie Britton moved to close the Executive Session and resume the public meeting at 9:32 pm. Second: Matt Jacobs. Motion carried.
Kathleen Walter moved to award a 5% salary increase to Theresa Sarracino, Head of Circulation and Adult Services and a 4% salary increase to Kathy Simmons Collins, Business Manager, effective January 1, 2024. Second: Maggie Jacoby. Motion carried.

16. ADJOURNMENT: Jamie Britton moved to adjourn the meeting at 9:38 p.m. Second: Kathleen Walter.. Motion carried. The next meeting is scheduled for Thursday, January 11, 2024 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President