

**MINUTES OF THE REGULAR MEETING OF THE  
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, December 8, 2022  
7:30 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:35 p.m. in the Library.

Board Members:

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

Ex-Officio Members:

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

Others:

Recording Secretary: Catherine Dodwell	present
Business Manager: Mary Ellen Puzen	present

- 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:** Minutes of the November 10, 2022 Regular Meeting were accepted by consent as distributed.
- 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:**

- Ellen O'Keefe reported that any roof replacement project is required to go out for public bid according to the guidelines set by the state, regardless of how the project is funded.
- Ellen announced the proposal to cover the leaking spots on the roof with large tarps has been deemed impractical because of the high expense and difficulty securing them.
- Ellen reported that she is still awaiting information about the paging system and further delay seems inevitable because the hardware has not been installed at Borough Hall. Staff are able to place local calls only on the one operational phone line and must resort to using personal cell phones to originate long distance calls (i.e. calls to patron cell phones).
- One of the patio benches is in need of repair and Don Barron is attempting to fix it. The Friends originally donated the benches and are aware of the problem.
- Ellen reported that she will be asking the Friends for more money in the coming year to hire more performers for children's activities and to cover the increased prices these performers are charging.
- Ellen conveyed the staff's gratitude and her personal thanks to the Board and the Friends for the Holiday Party held at the Glen Rock Inn the previous week.

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

- The Treasurer's Report was accepted by consent as distributed. It will be filed for audit.
- Maggie Jacoby moved to pay the December bills as presented. Second: Christa Folco. Motion carried.
- Ellen explained that the large bill from BCCLS represents prepayment of all 2023 charges.

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

- Joyce Stein reported that the next meeting of the Friends will be held the following Monday and they will discuss the Meet and Greet scheduled for January 22.

## **10. FOR INFORMATION: none**

## **11. FOR DISCUSSION:**

- a. 2022 Budget:
  - Mary Ellen Puzen explained the recently discovered problem with the year-to-date total in the salary line of the 2022 Budget. It appears that \$30,000 which represented carryover from the 2019 allocation as a

result of furloughs and reduced hours in 2020 was posted in the wrong place so it appeared there was more money in the salary line than there actually was.

- The amount of the third payroll payment in July was not reported to the Library from the Borough's payroll office so the error was not caught until the end of the year. It was established that this carryover is not required to be returned to the Borough because it is below the percentage of unexpended funds as directed in the State's formula.
  - The Board brainstormed strategies to ensure this does not happen again. Mary Ellen and Ellen will request additional reports from the Borough with regard to payroll.
- b. 2023 Draft Budget:
- Mary Ellen and Ellen O'Keefe distributed copies of the proposed 2023 Library Budget. Following a series of comments, they agreed that the formatting will be reviewed to provide greater clarity.
  - Dan Lesso moved to approve the proposed allocations of the draft budget. Second: Christa Folco. Motion carried.
- c. Raises for Confidential Employees:
- Kathleen Walter moved to go into closed session at 9:10 p.m. to discuss personnel matters. Second: Dan Lesso. Motion carried.
  - Christa Folco moved to return to the public session at 9:29 p.m. Second: Maggie Jacoby. Motion carried.

## **12. FOR ACTION:**

- a. Salary adjustment for Confidential Employees: Christa Folco moved to approve annual salary raises effective January 1, 2023 for the full-time non-Union members: 6.68% for the Head of Circulation; 5% for the Business Manager and 3.25% for the Director and a flexible schedule when feasible for the Library Director. The flexible schedule will be Monday- Thursday, 8:30 am-5:00 pm and Friday 8:30-1:00 pm with a 30 minute meal break daily. Second: Maggie Jacoby. Motion carried.

## **13. COMMITTEE REPORTS:**

- a. Finance: previously discussed
- b. Personnel: previously discussed
- c. Buildings and Grounds: no report
- d. Planning: no report
- e. Technology: no report
- f. Ad Hoc: no report

## **14. UNFINISHED BUSINESS:**

a. Mobile tables and new chairs: one chair sample has been dropped off so far and is available for preview outside the Director's Office. Ellen O'Keefe shared her impression that it will scratch easily.

**15. NEW BUSINESS:**

- Christa Folco surveyed current Board members about their willingness to continue to serve if Mayor Morieko reappoints them. Matt Jacobs and Jeff Schlecht agreed to serve another term.

**16. ADJOURNMENT:** Dan Lesso moved to adjourn the meeting at 9:34 p.m. Second: Kathleen Walter. Motion carried. The next meeting is scheduled for Thursday, January 12, 2023 at 7:30 pm.

Respectfully submitted,

Catherine M. Dodwell  
Recording Secretary

Rachel Feinmark  
Board President