

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 9, 2021 via Zoom**

- 1. CALL TO ORDER:** The virtual meeting was called to order by President Cathy Osborn at 7:31 p.m. on the Zoom platform.

Board Members:

President: Cathy Osborn	present
Vice-President: Matt Jacobs	present
Treasurer: Dan Lesso	absent
Secretary: Kathleen Walter	present
Mayor's Alternate: Amy Martin	present
Superintendent's Alternate: Lisa Tomaselli	present
Trustee: Rachel Feinmark	present
Trustee: Christa Folco	present
Trustee: Jeff Schlecht	present

Ex-Officio Members:

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

Other:

Recording Secretary: Catherine Dodwell	present
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- 2. ADEQUATE NOTICE OF THE MEETING:** Cathy Osborn 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. The link for public access to the virtual format has been provided along with instructions for public participation.
- 3. MINUTES:** Kathleen Walter moved to accept the minutes of the November 11, 2021 Regular Meeting as distributed. Second: Christa Folco. Motion carried.
- 4. WELCOME TO VISITORS WITH INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Cathy Osborn announced that public participation and remarks are allowed and provided guidance for comment.
- 5. PUBLIC COMMENTS:** none

6. CORRESPONDENCE: Cathy Osborne received a thank you note from Mary Kruyff expressing her appreciation for the Home Depot gift card.

7. DIRECTOR'S REPORT:

- Ellen O'Keefe reported that Glen Rock does not appear to be a recipient of grant money from the Library Construction Bond Act. The State Library has not yet made an official announcement.
- Mary Ellen Puzen has been hired as the Business Manager and will begin on Monday, December 13. This will provide overlap with Mary Kruyff who will be leaving on December 23.
- Ellen was notified by the Borough that the Library is receiving a portion of the JIF's Gold Award and this money was used to cover the bill from Rock Kitchen for the staff's holiday celebration. She also purchased gift cards from Francesca's for a raffle open to all.
- Ellen reported remaining problems with Sunday staffing for the period of January to June which could impact the ability to open on those days.
- Lighting has been improved near the parking lot book drops with the installation of additional lights. Another light above the emergency exit from the Children's Room has been replaced to improve overall lighting in the patio area.
- Brian has removed the acrylic barriers around the Reference and Children's service desks. This has greatly improved communication with patrons. The Circulation Desk will be next.
- Ellen reported that leaks in the handicapped bathroom stalls have been repaired.
- Ellen reported that the Centennial Committee met on December 1 and the tote bags are available for purchase.
- Ellen is in the process of looking for a new Children's Assistant and Sunday Page.

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

Jeff Schlect moved to accept the Treasurer's Report as distributed. Second: Lisa Tomaselli. Motion carried.

Lisa Tomaselli moved to pay the December bills as presented. Second: Amy Martin. Motion carried. Cathy Osborn noted the large bill to BCCLS which represents prepayment of charges for 2022.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein announced that the next meeting of the Friends will be held on Monday, December 13 at 7:30 pm.
- Joyce reported that five centennial memberships and bags were sold at the Holiday Hoopla.
- Joyce reported that Village Marketing is close to completing the new website which is scheduled to launch in January. A preview will be unveiled at the December 13th meeting.
- The Friends' membership drive will begin in January and the form will reflect the option of purchasing a tote bag. Payment by credit card and PayPal will be accepted. Families who participated in the Read-a-Thon will be notified of the availability of the tote bags.

10. FOR INFORMATION: Kathleen Walter held up the decal which is being distributed as part of the Borough's Welcoming Project. The sticker is available to local businesses to indicate that they are LGBTQ friendly. All present agreed that the sticker should be posted on the Library's doors.

11. FOR DISCUSSION:

- a. Strategic Plan—Programming and Events: renovation of the downstairs space that could be used for programs was dealt a blow without the funding from the construction grant. Using the main floor of the library restricts the offerings for the foreseeable future and the purchase of new tables that can be easily moved will be pursued. Ellen will ask the Staff for their ideas for additional offerings within the current limitations. Jeff Schlecht and Ellen O'Keefe will develop a proposal for the next meeting that will address the logistics of program space. The use of the Judy Silver donation for the purchase of tables was proposed since a plaque acknowledging the donation could be easily mounted.
- b. Raises for Director and Head of Circulation: Kathleen Walter moved to adjourn into Closed Session at 7:48 pm. Second: Matt Jacobs. They moved to resume the public meeting at 8:00 pm.
- c. Nominating Committee: Christa Folco presented the following slate of Officers for approval at the January meeting: Rachel Feinmark—President; Matt Jacobs—Vice President; Kathleen Walter—Secretary; Dan Lesso—Treasurer.
- d. Frank Taylor Memorial Fund Distribution: the \$42,407 principal of the Taylor #4 memorial fund was deposited in a CD at Ascendia Bank in Glen Rock. A discussion followed about the use of the interest earned from the previous CD.

12. FOR ACTION:

- a. Approve 2022 Budget: Jeff Schlecht moved to accept the previously distributed draft as the finalized 2022 Library Budget. Second: Lisa Tomaselli. Motion carried.
- b. Resolution 2021-09: Salary of Mary Ellen Puzen, new employee. Kathleen Walter moved to hire Mary Ellen Puzen as the Business Manager at an annual salary of \$55,000. Second: Rachel Feinmark. Motion carried with the following roll call vote: 8 yes, 0 no, 0 abstentions.
- c. Resolution 2021-10: 2022 raises for Director and Head of Circulation. Kathleen Walter moved to award Ellen O'Keefe and Theresa Sarracino a 3% salary increase for 2022. Second: Christa Folco. Motion carried with the following roll call vote: 8 yes, 0 no, 0 abstentions.

13. COMMITTEE REPORTS:

- a. Finance: Kathleen Walter moved to create a line item in the 2022 operating budget for the Library Centennial with the interest distribution of \$6,624.30 from the Frank Taylor #4 CD. Second: Matt Jacobs. Motion carried.
- b. Personnel: Kathleen Walter reported that nothing has been forthcoming from the Union. Staff raises for 2022 will wait until negotiations are complete. Ellen will confer with Eric Steinberg about an appropriate way to handle the delay.
- c. Buildings and Grounds: With the disappointing news that Glen Rock will not benefit from the NJ Construction Bond Act, trustees brainstormed ways in which the goals of the grant proposal could be funded in other ways.
 - Cathy Osborn suggested looking into other grant sources.
 - Amy Martin will contact Millennium Strategies for assistance in identifying available grants and developing a proposal to fund the installation of an elevator and other improvements. Perhaps PSE&G has something available to improve the HVAC system. Reconfiguring the downstairs would also be analyzed.
 - Jeff Schlecht will prioritize the list of improvements that were listed in the construction grant application. Jeff reported that the goal of a new HVAC system is to incorporate fresh air and to occupy a smaller space. He will also look at alternative HVAC options.
 - It was noted that the reality of increasing construction costs will affect any budget which will need to be revised.
 - It was decided that Brian will handle the repair of the front steps. Ellen is awaiting quotes for this project but it is necessary to move ahead.

- d. Planning: no report
- e. Technology: Matt Jacobs reported that there is outstanding work to be done for the Library.
- f. Ad Hoc:
 - i. Strategic Plan: Cathy Osborn reported that a scheduled meeting with Christa Folco was postponed to January. At that time, they will review feedback from the focus groups.
 - ii. Centennial Committee: Ellen O'Keefe reported the Committee met last week and is in the process of getting the events onto the calendar and projecting anticipated costs. She met with Joe McGroarty from FastSigns who proposed a 10' lawn sign with the logo instead of the previously discussed banner since it will be easier to install. He also proposed a decal to cover the arched window above the back door. The next committee meeting is scheduled for January 5, 2022.

14. OLD BUSINESS: none

15. NEW BUSINESS: a discussion exploring options for obtaining additional funding was introduced. The concept of a Foundation was floated but the preference for an Ad Hoc Fundraising Committee which would support the Board's initiatives was preferred.

16. ADJOURNMENT: Lisa Tomaselli moved to adjourn the meeting at 9:03 p.m. Second: Kathleen Walter. Motion carried. The next meeting is scheduled for Thursday, January 6 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary