

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, February 8, 2024 at 7:00 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:10 pm 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: Jill Orlich	present
Superintendent's Alternate: Jamie Britton	present
Trustee: Christa Folco	absent
Trustee: Georgene Betterbed	present
Trustee: Maggie Jacoby	present

Ex-Officio Members:

Director: Brianne Colombo	present
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Others:

Recording Secretary: Catherine Dodwell	present
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Public:

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:** Minutes of the January 11, 2024 Reorganization Meeting and 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:

- **Circulation & Collections:** Brianne Colombo reported the monthly circulation statistics and the year to date numbers; borrowing has increased above the 2023 level; Museum passes circulated 11 times and the Ryobi leaf blower was borrowed twice.
- **Displays:** A reception for the February artist, Jennifer Merz, was held on February 11; a Friends sponsored children's event was conducted by Ms. Merz on February 7; her work is featured in the Quiet Room, the Gallery and two display cases; a patron's ceramic shoe collection is on display in another case; Brian Baccarro repainted the Gallery wall after the copy machine was relocated to the Reference desk; the space is now fresh and open.
- **Facilities:** Brianne reported the roof leaks in January appeared in the usual spots; snow accounted for delayed openings and closings in mid-January.
- **Finance:** The first quarterly payment from the Borough was received and deposited on January 18; Kathy Simmons Collins completed all 1099s and sent them out on January 30.
- **Grants and Donations:** There is no update on the grant requests for the elevator project; Brianne spoke with the Borough's new grant consultant, Bruno Associates about an application for the NJBPU Community Energy Plan Grant in conjunction with the Borough; Glen Rock's portion of the Bergen County Board of Commissioners grant to BCCLS for the benefit of Bergen libraries totaled \$3,225.80; the JIF (Joint Insurance Fund) cost savings to the Borough was divided among the departments and the Library received \$180.00; private donations in the amount of \$325 were received in January; Brianne is reviewing grand project ideas; a discussion about moving the piano was introduced as this was a donation.
- **Personnel:** Brianne conducted a Staff Meeting on January 23 for 10 staff members; paper W-2s were distributed on January 12; Libby Norris is continuing as co-chair of the BCCLS Youth Services Committee in 2024.
- **Programs:** Brianne shared the adult programming statistics for January: 129 participants attended 11 scheduled programs; an after hours concert sponsored by the Friends is scheduled for February 13; Brianne plans to introduce financial literacy seminars in the future. 17 children's programs were presented and attracted 450 participants; 2 teen programs were presented to 8 attendees; 3 people took advantage of the one-on-one tech help and 3 requests for VHS to DVD transfers were completed.
- **Public Relations & Website/Social Media:** Brianne reported that NJLA is once again sponsoring Snapshot Day but is expanding it for the month of March; Google Insights tallied the GRPL business profile and Google Analytics indicated website usage; Facebook visits and reactions to posts were reported; X and Instagram outreach was recorded.
- **Recent Meetings:** Brianne listed the 7 meetings she attended in January.

8. TREASURER’S REPORT/JANUARY BILLS TO BE PAID:

- Kathleen Walter moved to pay the January bills as presented. Second: Maggie Jacoby. Motion carried.
- Brianne Colombo distributed an updated list of the bank balances; a copy of the 2024 budget is in the packet.
- Jill Orlich reported that four budget meetings for the Borough departments have been scheduled with the Mayor and Council; select GLRK trustees will attend the February 26th session at 11 am.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Caroline Lederer announced that the Readathon participation began on February 4 and will end on March 2; Rally Up is the platform being used for registrations and making pledges; the goal is to raise \$18,000; membership in the Friends increased in 2023 and the renewal forms for 2024 were distributed in January.

10. FOR DISCUSSION:

1. 2023 Annual Report: Brianne Colombo distributed copies of the recently completed Annual Report that she prepared with Maggie Jacoby and Rachel Feinmark’s assistance; a QR code directs patrons to the “Contact Us” page of the Library’s website.
2. Fine Free Library Materials: Brianne announced that this proposal will be paused until the Strategic Plan is developed as this concept will be incorporated into the plan.
3. Strategic and Capital Plan: Brianne reported on the recently held webinar on developing a local plan hosted by the NJ State Library; the timeline for our plan will be established soon; residents will be asked what they would like for Glen Rock as a community and how they feel the library can fulfill those needs; Rachel Feinmark expressed her interest in holding a Board retreat; she is proposing a 2-4 hour commitment on a weekend day, possibly in April.

11. FOR ACTION:

1. Dan Lesso moved to accept the Gifts and Donation policy as distributed. Second: Maggie Jacoby. Motion carried.
2. Jamie Britton moved to roll the Ruth Willett Andrews Bequest into a 9 month CD when it matures on March 1. Second: Maggie Jacoby. Motion carried. Brianne reported this bequest was accepted in perpetuity; the interest will be dedicated to the Summer Reading Program as originally intended. Going forward, this CD will be renewed for a 12-month period that ends in December so that the interest earned can be easily added to the subsequent year’s operating budget.

12. COMMITTEE REPORTS:

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

13. UNFINISHED BUSINESS: none

14. NEW BUSINESS: none

15. EXECUTIVE SESSION:

- Dan Lesso moved to adjourn for an Executive Session at 8:37 pm to discuss a retroactive salary payment. Second: Maggie Jacoby. Motion carried.
- Rachel Feinmark moved to close the Executive Session and return to the public session at 8:52 p.m. Second: Dan Lesso. Motion carried.
- Dan Lesso moved to approve Resolution 2024-6 granting a salary back payment of \$4,888.23 to Kristen Rasczyk for the period of 2021-2023, as per a salary stipulation in the CWA Local 1031 agreement. Second: Maggie Jacoby. Motion carried.

16. ADJOURNMENT: Dan Lesso moved to adjourn the meeting at 8:54 p.m. Second: Maggie Jacoby. Motion carried. The next meeting is scheduled for Thursday, March 14, 2024 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President