

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, January 11, 2024 at 7:00 pm**

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

Board Members:

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: 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 President: Ludmila Golab	present
Friends of the Library VP: Mark Golab	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 December 14, 2023 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:

- Brianne Colombo invited Glenn Hoefler into the meeting where Rachel Feinmark thanked him for 35 years of service and presented him with a certificate acknowledging his service and a gift card.
- **Circulation & Collections:** Brianne referenced the inclusion of 2023 statistics for all collections, patron activity and programming in the Board Packet; video game cases have been moved to the floor to facilitate browsing; the physical games are located behind the circulation desk; a social media post of the theft resulted with a donation of 9 games from 3 families; Maggie Jacoby provided information to Brianne about Nintendo's donation center.
- **Displays:** The Friends have requested having the wall in the gallery repainted to a lighter color; Kay Faye Fialkoff has installed an exhibit of embroidery masterworks for January in the group study room; Christopher Weyant's artwork remains on display near the piano; the Library's cake pan collection is featured in the lobby display case.
- **Facilities:** Brianne announced the receipt of 2 new color copy machines on January 9; the copiers' ability for wireless printing and scanning to email has been well received; she is working on the application for the New Jersey Clean Energy Program audit; the timer for the lights on the cupola was replaced; the gutters were cleaned; roof leaks were addressed after the heavy rains in December; the Library was closed for weather on January 7; the DPW Director and DPW have been very helpful about snow removal the parking lot status and Brianne noted her gratitude to them; the operation of the camera at the parking lot entrance which would provide a live update of the property will be checked to determine if it is functioning.
- **Finance:** Kathy Simmons Collins worked with the accountant to close out the 2023 budget and set up the 2024 budget in QuickBooks; the checking and operating accounts were consolidated to a municipal money market account with a higher interest rate; the two bequest CDs were consolidated; Brianne has requested guidance from the attorney about a bequest; she explained how the Library receives its quarterly payments from the Borough.
- **Grants:** There is no update on the grant requests for the elevator project; a request for children's materials in the amount of \$6,000 has been submitted to the Yaw Paw Foundation.
- **Personnel:** All approved 2024 salary increases were submitted to the Borough and appeared in the first paycheck of 2024; Brianne conducted a Staff Meeting on January 16.
- **Programs:** Brianne shared the adult programming statistics for December: 45 participants attended 6 scheduled programs; 18 children's programs were presented and attracted 512 participants; 5 teen programs were presented to 73 attendees with the STEM Camp attracting the highest numbers; 1 person

took advantage of the one-on-one tech help and 6 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 visits and reactions to posts were reported; X and Instagram outreach was recorded; patron registrations have increased. Brianne will create a visual Annual Report with 2023 statistics and highlights for distribution to the public.
- **Recent Meetings:** Brianne listed 3 meetings attended in December and 3 in January.

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

- Matt Jacobs moved to pay the December bills as presented. Second: Kathleen Walter. Motion carried.
- Dan Lesso reported the bequest CDs at Ascendia were combined.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Ludmila Golad reported that the Vice President and Secretary were elected at the recent meeting; the Membership Chair was also elected and will serve a two year term.
- She reiterated the Friends commitment to supporting the library's programming needs; membership has increased, especially new community members; Caroline Lederer has new ideas for attracting more people; additional fundraising events are being discussed; a raffle basket with conversation hearts for Valentine's Day is being coordinated.
- Ludmila announced the Readathon dates as February 4 to March 2; an online platform called Rally Up will be used to track reading and pledges; Petra will accept paper logs for participants who prefer not to use online tracking.
- Mark Golad reported the Friends' website now includes graphics announcing the upcoming library programs; he has reached out to secure corporate funding; to date, Comcast has provided gift matching for donations to the Friends.
- Ludmila reported the current Museum Passes have been renewed and a new offering for the MOMA has been voted on for purchase.
- She indicated that the book sale will not be held this year.

10. FOR DISCUSSION:

1. Fine Free Library Materials: The proposal to adopt a fine free policy for library materials was deferred to the next meeting.
2. Strategic and Capital Plan Timeline: Christa Folco reviewed the status of what had previously been done; a community survey was conducted two years ago; she suggested a new survey be distributed as a Google form.

11. FOR ACTION:

1. Dan Lesso moved to close the delayed compensation account and move the money into the operating account at Blue Foundry Bank. Second: Christa Folco. Motion carried. Matt Jacobs and Dan Lesso will visit Ascendia Bank by the end of the week to complete this. Brianne Colombo reported the attorney provided a checklist of details necessary for tracing the history of one of our bequests before any changes or withdrawals can be made.
2. A draft of a Gifts and Donation policy was distributed; discussion will be deferred to the February meeting when it was mentioned that an existing policy is in place.
3. Christa Folco moved to accept the RFQ for Architectural Services as distributed and to affirm its publication as a Legal Notice with a deadline of 45 days from the date of the notice for the receipt of proposals. Second: Dan Lesso. Motion carried.
4. Rachel Feinmark moved to replace Ellen O’Keefe, former Library Director, with Brianne Colombo, current Library Director (email: director@glenrock.bccls.org), as Company Administrator, and designate Kathy Simmons Collins, Business Manager (email: ap@glenrock.bccls.org), as the Primary Administrator of the Glen Rock Public Library QuickBooks Account No. xxxx-xxxx-xxxx-4246. Second: Matt Jacobs. 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: no report
- f. Ad Hoc: no report

13. UNFINISHED BUSINESS: none

14. NEW BUSINESS: none

15. EXECUTIVE SESSION:

- Rachel Feinmark moved to adjourn for an Executive Session at 8:42 pm to discuss a personnel: salary adjustment. Second: Dan Lesso. Motion carried.
- Christa Folco moved to close the Executive Session and return to the public session at 8:55 p.m. Second: Matt Jacobs. Motion carried.
- Kathleen Walter moved to adjust the salary of Kristen Rasczyk, Teen and Technology Librarian to \$64,200, effective January 13, 2024; back-pay will be reviewed by our attorney and discussed at the February 8, 2024 meeting. Second: Dan Lesso. Motion carried.

16. ADJOURNMENT: Kathleen Walter moved to adjourn the meeting at 8:56 p.m.
Second: Dan Lesso. Motion carried. The next meeting is scheduled for Thursday,
February 8, 2024 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President