

Glen Rock Public Library Board of Trustees Meeting Minutes
March 12, 2020

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, March 12, 2020 at 7:35 PM.

Present:

Cathy Osborn, President (present via phone call)
Matt Jacobs, Vice President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Teresa Gilbreath, Borough Liaison
Lisa Tomaselli, Superintendent's Liaison
Rachel Feinmark, Trustee
Vicki Fleiss, Trustee
Jeff Schlecht, Trustee

Also Present:

Ellen O'Keefe, Library Director
Georgene Betterbed, President of the Friends of the Library

Public:

Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time and location of this meeting has been advertised, filed with the Borough Clerk, and posted on the bulletin board of the Municipal Building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of the February 13, 2020 Meeting: Members reviewed the previous meeting's minutes. Motion for approval by Teresa. Second motion by Vicki. Motion approved.
4. Welcome to Visitors with instructions on when to address the Board: No visitors present.
5. Public Comments: N/A
6. Correspondence: N/A
7. Director's Report: Ellen spoke. The 2/25/20 library staff meeting was attended by 18 employees. The topics discussed were safety training, customer service, and homeless patrons in the library. The library was closed half day for the meeting.
 - The Construction Bond Grant Application is almost ready to file by Evan Covello, the Borough Grant Writer. Deadline is 4/6/20.
 - Reminder to complete the State Financial Disclosure Statement by 4/30/20. Ellen is waiting on the link from Borough Hall.
8. March Bills to Be Paid: Motion to pay March bills by Kathleen. Second motion by Lisa. Motion passed.

9. Report from Friends of the Library: Georgene spoke. The Book Sale will have to be postponed due to closures in response to the COVID-19 CoronaVirus outbreak. The Read-a-Thon will also be impacted by school closures. Lisa & Kathleen agreed to assist Georgene in getting information to the Superintendent's office & school librarians regarding the read-a-thon. Ellen suggested and the Board agreed that the Book Sale will resume once the Library reopens. The Library will promote digital resources on its website to support the Read-a-Thon. Lisa will reach out to the elementary schools to make them aware of this.
10. For Information:
 - a. Reminder to file State Financial Disclosure Form: The time frame to complete the form is from 3/30-4/30. Trustees will be provided with a unique pin.
11. For Discussion:
 - a. COVID-19 CoronaVirus-protocols, preparedness: per the direction of Mayor Kristine Moreiko the library will be closed to the public in response to the public health crisis of COVID-19 Coronavirus outbreak as of 5:30 PM, Friday 3/13/20. The library will follow the closure timeline of Glen Rock public schools. Ellen stated previously on a conference call with the BCCLS Executive Board regarding the COVID-19 Coronavirus, it was discussed that due dates for materials will be pushed back until libraries reopen. Returns can be processed through the book drop. Ellen stated she will schedule employees to work shifts during the closures. Staff will continue to be paid. Staff will continue accepting deliveries, mail, and returns in addition to maintaining the library. Matt mentioned the concern of a book/item being returned by an infected person. Ellen stated that any possibility of a contagion is to be reported to BCCLS and the Borough. Sanitation procedures would take place.
 - b. Update on Judy Westerman Silver Fund and disbursement: \$1,175 given to the Friends of the Library. \$9,100 given to the library. Ellen has one idea to swap out the Main Area tables so that they are mobile.
 - c. Trustee Representative for March 16 Friends Meeting: Meeting cancelled due to closures.
12. For Action: Motion for a closed session at 8:50 PM by Teresa. Second motion by Dan. Motion passed. Motion to end the closed session at 8:59 PM by Dan. Second motion by Teresa. Motion approved.
13. Committee Reports:
 - a. Finance: Dan stated that more trustees are needed to be eligible to sign for the library's 9 bank accounts.
 - b. Personnel: N/A
 - c. Building & Grounds: Ellen & Jeff spoke. The Construction Bond Grant Application was discussed.
 - d. Planning: N/A
 - e. Technology: Ellen & Matt spoke. Software updates have been addressed.
 - f. Ad Hoc: N/A
14. Old Business: Cathy spoke. Cathy stated Marcia followed up regarding the library's mascot proposal for the Borough's 4th of July parade. The plan to work with a Glen Rock high school art teacher and students was unable to move forward.

15. New Business: N/A

16. Adjournment: Motion to adjourn by Dan. Second motion by Teresa. Meeting ended at 9:07 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary