

**MINUTES OF THE REGULAR MEETING OF THE  
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, August 12, 2021 via Zoom**

- 1. CALL TO ORDER:** The virtual meeting was called to order by President Cathy Osborn at 7:35 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	absent

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:** Amy Martin moved to accept the minutes of the July 8, 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:** none

**7. DIRECTOR'S REPORT:**

- Ellen O'Keefe announced that the Library resumed Wednesday evening hours on August 4th. Regular operating hours will commence after Labor Day.
- Beginning on August 4th, voluntary mask-wearing by the staff and public was encouraged. Signs will be re-posted.
- Ellen reported that Joyce Stein purchased fabric for reupholstering the chairs and the project has been completed.
- Ellen announced that the NJ State Library has extended the Zoom licenses for all public libraries through September 9, 2022.
- Danielle Cesena resigned as the Children's Librarian effective August 27, 2021. The position was posted internally and externally and Ellen hired Elizabeth Norris (Libby) as the new Children's Librarian. Libby will be coming to Glen Rock from the Lodi Memorial Library and will begin on September 8. Ellen credited Lisa Tomaselli for the recommendation.
- The Library Construction Bond Grant winners will be announced on October 8, 2021.
- Anthony Tomaselli created three designs for the Anniversary Logo to be reviewed later.

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

Kathleen Walter moved to accept the Treasurer's Report as distributed. Second: Matt Jacobs. Motion carried.

Cathy Osborn noted there is nothing different with the balances this month and Columbia Bank now has the required three signatures.

Kathleen Walter moved to pay the August Bills as presented. Second: Christa Folco. Motion carried.

In response to a question, Ellen O'Keefe replied that the gutters are cleaned quarterly.

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

- Joyce Stein reported that the Friends have received three donations: a brick, a company match for the Read-a-Thon and a \$100 check.
- Joyce reported that twelve artists have booked gallery space for exhibits.

- The Friends of the Glen Rock Library will be coordinating the 50/50 raffle to be held at the BCCLS Friends' Breakfast in October. Georgene Betterbed is handling the details.

**10. FOR INFORMATION:** none

**11. FOR DISCUSSION:**

- a. Review of Library Centennial Logo options: all agreed that the three designs were great and were analyzed for use on tote bags, letterhead, and the web. Cathy Osborn asked for a show of hands for each style and the results were 0 for design #1; 2 for design #2; and 4 for design #3. Joyce Stein expressed a request that the logo incorporate the 40th anniversary of the Friends of the Library as well. It was acknowledged the centennial is celebrating the Library as a Borough entity and the Friends could have a separate logo to mark their anniversary.
- b. Tutoring Policy: Ellen O'Keefe distributed a draft of a proposed tutoring policy. The intent is to limit tutors to the main area of the library where seven tables have been reserved for this purpose. The Reference Librarian will be responsible for monitoring the area but tutors will be required to police themselves. A reservation system will be implemented; tutors cannot sign up in advance; and all tutoring will conclude by 8:30 pm. Ellen shared that the New Jersey State Library has ruled that public libraries cannot charge fees for tutor use of facilities.
- c. Review indoor mask guidelines: Ellen reported that signs will be reintroduced to suggest that masks be worn in the building. Amy Martin reported that the Council is not mandating masks in Borough buildings at this time but this could change as Valley Hospital is projecting another COVID spike in mid-October. Wording of the signs was discussed and consensus was to use the message, "keep the library open and protect your library staff--please wear a mask." Ellen acknowledged that the logistics of managing this are difficult but the Executive Order is still in place and the Library can have its own policies.
- d. Review "Unattended Children Grades 5 and Under" policy: this previously adopted policy has not been prominently displayed in recent years. With in-school attendance resuming in September, signs will be prominently posted as a reminder to parents that children younger than fifth grade cannot be in the library without a parent or caregiver. Kathleen Walter will notify the school district and the HSA about this.

- e. Reinstate Meeting Room Reservations for Quiet Rooms 1 and 2: the availability of these rooms will be deferred to eliminate close contact of patrons.

**12. FOR ACTION:**

Christa Folco moved that the Board approve the \$300 charge for the Mayor, a Board Member, Director and three supervisors to attend the BCCLS Friends' Breakfast on October 19. Second: Matt Jacobs. Motion carried.

Matt Jacobs moved to adopt the Tutoring Policy as distributed. Second: Kathleen Walter. Motion carried.

**13. COMMITTEE REPORTS:**

**a. Finance:** Cathy Osborn announced that she will convene a meeting of Dan Lesso, Rachel Feinmark, and Ellen O'Keefe to discuss consolidating the banks currently being used for the Library's finances. Ellen suggested that Mary Kruff be included as well.

**b. Personnel:** Kathleen Walter reported that nothing has been received from the Union. Ellen O'Keefe indicated that Danielle Cesena's departure as the Shop Steward leaves the staff with no representation. Rather than wait for a new contract, Ellen suggested raising the Sunday Page salary to at least \$17 effective immediately since there has been no increase in a number of years. Kathleen Walter moved to raise the Sunday Page rate from \$12.50 to \$17.50 beginning on September 12, 2021. Second: Christa Folco. Motion carried.

**c. Buildings and Grounds:** Ellen O'Keefe has not received information about moveable tables.

**d. Planning:** Christa Folco--no report

**e. Technology:** Matt Jacobs--no report

**F. Ad Hoc:** Christa Folco summarized the demographic information from the 272 responses to the Community Survey which will be used in developing the Strategic Plan. The breakdown will be distributed at the next meeting and she will propose a different topic for discussion at each subsequent Board meeting.

**14. OLD BUSINESS:** none

**15. NEW BUSINESS:** none

**16. ADJOURNMENT:** Matt Jacobs moved to adjourn the meeting at 8:37 p.m. Second: Christa Folco. Motion carried. The next meeting is scheduled for Thursday, September 9 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell  
Recording Secretary