

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, September 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	present
Secretary: Kathleen Walter	present
Mayor's Alternate: Amy Martin	absent
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
--	---------

- 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:** Lisa Tomaselli moved to accept the minutes of the August 12, 2021 Regular Meeting as distributed. Second: Kathleen Walter. 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 reported there was a little bit of water in the boiler room following Tropical Storm Ida on September 1. Brian Baccaro from the DPW was able to remove it with a wet vac. She attributed the minimal damage to the routine cleaning of the gutters. Cathy Osborn noted this has been a long standing problem that can be addressed when the Library Construction Grant money has been awarded. The Library closed at 5 pm on Wednesday in anticipation of the storm and at 1 pm on Thursday as a result of being short staffed.
- Ellen reported that the Friends are handling all the details of ordering the tote bags with the new Centennial logo and are undertaking this as a fundraiser.
- The Annual Friends' Breakfast scheduled for October 19 has been cancelled.
- Ellen presented three options for the BCCLS budget to be voted upon at the October System Council Meeting. Two options increase the amount of spending on e-content and the third option is to develop and implement a new BCCLS mobile app. Ellen favors the third choice and the Board supports this as a forward move and the impact to our budget will not be significant.
- Libby Norris started as the new Children's Librarian on September 8 and has scheduled an outdoor story time for next week. Cathy Osborn encouraged everyone to stop in to meet her.
- The reupholstery project is underway and a new door saddle was installed at the Rock Road entrance.

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

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

Lisa Tomaselli moved to pay the September Bills as presented. Second: Kathleen Walter. Motion carried.

In response to a question about a payment to OCLC, Ellen O'Keefe replied that OCLC is the vendor supplying the software to integrate circulation of the *Library of Things*. This will be an annual charge.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein reported that the next Friends meeting is scheduled for Monday, September 13.
- Joyce indicated that nothing additional was needed from Anthony Tomaselli for the logo.

10. FOR INFORMATION: Ellen reported that the Friends of the Library and the Glen Rock Arts Council are co-sponsoring a reception for the exhibit in the Art Gallery. The date is Tuesday, October 5 from 5-7 pm and the rain date will be Friday, October 8 at the same time.

11. FOR DISCUSSION: none

12. FOR ACTION:

- a. Christa Folco moved to approve an increase to \$17.50 per hour for the Pages who work on Summer Saturdays. Second: Matt Jacobs. Motion carried.
- b. Kathleen Walter moved to approve the 2022 Holidays and Closings as follows: January 1, New Year's Day; January 3, New Year's Day observed; January 17, Martin Luther King, Jr. Day; February 21, President's Day; April 15, Good Friday; May 30, Memorial Day; July 4, Independence Day; September 5, Labor Day; November 23, Thanksgiving Eve Day/open 9-1; Thursday, November 24, Thanksgiving Day; November 25, Day after Thanksgiving; December 23, Christmas Eve Day observed; December 24, Christmas Eve Day; December 25, Christmas Day; December 26, Christmas Day observed; December 31, New Year's Eve Day/open 9-1. Additional closings that do not set precedent: April 17 for Easter; Saturday (May 28) and Sunday (May 29) before Memorial Day and Saturday (Sept. 3) and Sunday (Sept 4) before Labor Day. Second: Christa Folco. Motion carried.
- c. Dan Lesso moved to amend the Tutoring Policy to include the sentence: "The Library reserves the right to block off tutor tables for its programs." Second: Matt Jacobs. Motion carried.

13. COMMITTEE REPORTS:

a. Finance: the discussion about consolidating the banks to get all the accounts in order is pending. A CD matures in November but Cathy Osborn shared her concern about the Connect One account.

b. Personnel:

- Kathleen Walter reported that the Union has requested information about the budget and staffing. She requested input from Ellen and Mary of what they would like to facilitate a smooth operation. The Shop Steward vacancies have not been filled.
- Kathleen reiterated that the new Children's Librarian has started and acknowledged that it is difficult finding new employees at this time.

c. Buildings and Grounds: Matt Jacobs referenced the previously reported storm water issue and the gap under the front door where the saddle was installed. This will be addressed by installing a “sweep.”

d. Planning: Christa Folco--no report

e. Technology: Matt Jacobs--no report

F. Ad Hoc:

i. Centennial Committee: Caroline Lederer of the Friends has the information about the tote bags. Lisa Tomaselli asked for a copy of the Powerpoint when completed that highlights the Library’s history for distribution in the schools.

14. OLD BUSINESS: none

15. NEW BUSINESS: none

16. ADJOURNMENT: Matt Jacobs moved to adjourn the meeting at 8:08 p.m.
Second: Lisa Tomaselli. Motion carried. The next meeting is scheduled for Thursday, October 14 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary