

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 19, 2023 at 7:00 pm**

1. **CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:06 pm in the Library.

Board Members:

President: Rachel Feinmark	present
Vice-President: Matt Jacobs	present
Treasurer: Dan Lesso	present
Secretary: Kathleen Walter	absent
Mayor's Alternate: Jill Orlich	present
Superintendent's Alternate: Jamie Britton	absent
Trustee: Christa Folco	present via FaceTime
Trustee: Jeff Schlecht	present
Trustee: Maggie Jacoby	present

Ex-Officio Members:

Director: Brianne Colombo	present
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Others:

Recording Secretary: Catherine Dodwell	present
Business Manager: Kathy Simmons Collins	present

Public

Friends of the Library Pres: Ludmila Golad	present
Friends of the Library VP: Mark Golad	present
Friends of the Library Member: Georgene Betterbed	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:** Maggie Jacoby moved to accept the Minutes of the September 7, 2023 Regular Meeting. Second: Jeff Schlecht. Motion carried.
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:

- **Displays:** Brianne Colombo reported that the Library's display case was curated by the Center for Hope and Safety to promote October as Domestic Violence Awareness Month. The display features footwear designed by clients in the Center's Art Therapy program and is titled, "Baring Our Soles." Brianne announced that the artwork of Mary Walker-Baptiste and the poetry of Lou Baptiste are featured in the Friends Gallery for the month of October.
- **Facilities:** Brianne indicated that two fire extinguishers were identified for replacement during the recently conducted extinguisher inspection. The Judy K. Westerman Memorial Plaque has been delivered and will be installed by FastSigns under the direction of Brian. Brianne reported that the HVAC repairs completed to date and the cost of the service contract are over the State's threshold of \$16,263 so any additional work with Reiner will require paying the prevailing wage; NJ Roofing returned on October 9 to repair a roof leak above the Business Administrator's Office; also identified at this time was water collecting in the children's room lights. A repair to the sprinkler system along the main water line is scheduled for October 23 and will necessitate a delayed opening at 1 pm as there will be no water in the building; the ongoing telephone project continues with a nonworking phone and a dysfunctional paging system.
- **Finance:** Brianne announced that she and Kathy Simmons Collins will develop a preliminary 2024 budget for presentation at the November Board meeting with the expectation that it will be passed in December. Maggie Jacoby suggested the addition of a Fundraising and Grants category to the Director's Report. Brianne shared information about the 2024 BCCLS Budget which will be voted upon by the members at the October 26 System Council meeting and reflects an overall increase of 2.14%; Glen Rock's portion of the BCCLS bill will be \$50,108.24; criteria for the e-content portion of the five-part funding formula was changed from population size to active cardholders. Brianne announced that Jill Orlich is working with Rob Esposito from the Bergen County Community Development office to prepare a grant request for the elevator project; at their October meeting, the Mayor and Council voted to approve \$500,000 for the Library's elevator project; this money represents a portion of the state grant received by the Borough. The State Library released the 1/3 mil amounts for 2024; Glen Rock will receive \$1,051,885.00 which represents an increase of \$81,952 from last year or an increase of 8.45%; the State Aid check for FY2024 was received on October 9 in the amount of \$6,679.
- **Personnel:** Brianne reported that she, Theresa, Kristen, Rachel, attended the BCCLS Friends' Breakfast on October 16; she will attend the BCCLS New Director Orientation on November 1.

- **Programs:** Brianne shared the programming statistics and indicated that her goal is to increase the number of Adult programs offered in the coming months
- **Collections & Statistics:** Brianne included quarterly circulation statistics, and noted the monthly use of the Library of Things and museum passes; she noted that the use of downloadables and children's print are increasing.
- **Public Relations:** Brianne is interested in developing an engaging social media presence and is launching an initiative to showcase patrons who share why they love the GRPL.

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

- The Treasurer's Report was accepted by consent as distributed.
- Maggie Jacoby moved to pay the October bills as presented. Second: Jeff Schlecht. Motion carried.
- Dan Lesso reported that he is planning to find a replacement to Blue Foundry Bank for the Library's accounts due to the recent problems. Georgene Betterbed suggested a letter to the CEO outlining the problems might expedite results.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Ludmila Golad reported that plans for the November 4th Wine Tasting event are progressing; tickets can be purchased through the QR code which appears on all the poster; there are very nice gift baskets available for the silent auction; a 50/50 will be held; all Friends events are shared on the Library's social media accounts; posters are available at the front desk to advertise the event; some are displayed in local businesses.
- Georgene Betterbed announced that she has updated the press release to include the vineyards of origin of the wine and that sparkling water will also be available.
- The Readathon will be held earlier next year because of the schedule for the 2024 Spring Break; the Superintendent of Schools will be contacted for approval; details of this will be discussed at the next Friends Board Meeting which will follow the Wine Tasting.
- Georgene reported that she and Rachel attended a recent Mayor and Council Meeting where the Garden Club was honored for their 100th Anniversary; the Garden Club has done the planting and maintained the gardens at the Library without fanfare; Georgene suggested a plaque of appreciation be added to the garden to recognize their Centennial; there is already a plaque of acknowledgment at the rear entrance of the Library.

10. FOR DISCUSSION: none

11. FOR ACTION:

- a. Dan Lesso moved to approve the 2024 Board Meeting and Holiday Closing calendars as distributed. Second: Matt Jacobs. Motion carried.
- b. Jeff Schlecht moved to approve the 2022 Audit. Second: Dan Lesso. Motion carried.
- c. Christa Folco moved to approve the appointment of Lisa Tomaselli as a part-time Reference Librarian for Sunday coverage and as a weekday substitute; the premium rate for Sunday is \$39.00 per hour and \$30.49 as a weekday substitute. Second: Matt Jacobs. Motion carried.
- d. Matt Jacobs moved to approve an appropriation of \$400 for the Staff Holiday Party at the Glen Rock Inn on December 5. Second: Maggie Jacoby. Motion carried.
- e. Brianne will survey Trustees to determine their availability for the November 9th meeting to determine a quorum.

12. COMMITTEE REPORTS:

- a. Finance: no additional report
- b. Personnel: no report
- c. Buildings and Grounds: no report
- d. Planning: no report
- e. Technology: Matt Jacobs announced the installation of a new scanner in the Business Manager's office.
- f. Ad Hoc: no report

13. UNFINISHED BUSINESS:

- a. Capital Campaign: The receipt of the grant from the Borough for the elevator installation was acknowledged to be a great start for the launch of a campaign and the Board can now push forward and announce that this is happening; it is expected that preliminary plans will generate excitement within the community.

14. NEW BUSINESS: none

- 15. ADJOURNMENT:** Dan Lesso moved to adjourn the meeting at 8:25 p.m. Second: Matt Jacobs. Motion carried. The next meeting is scheduled for Thursday, November 9th at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President