

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, January 6, 2022 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:

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| President: Cathy Osborn | present |
| Vice-President: Matt Jacobs | absent |
| Treasurer: Dan Lesso | present |
| Secretary: Kathleen Walter | present |
| Mayor's Alternate: | vacant |
| Superintendent's Alternate: Lisa Tomaselli | present |
| Trustee: Rachel Feinmark | present |
| Trustee: Christa Folco | present |
| Trustee: Jeff Schlecht | present |

Ex-Officio Members:

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| Library Director: Ellen O'Keefe | present |
| Friends of the Library Co-President: Joyce Stein | present |

Others:

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| Recording Secretary: Catherine Dodwell | present |
| Friends of the Library: Georgene Betterbed | present |
| New Board member: Maggie Jacoby | present |
| Mayor's Alternate for 2022: Jon Cole | present |
| Library's Business Manager: Mary Ellen Puzen | |

- 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:** Christa Folco moved to accept the minutes of the December 9, 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: Cathy Osborne received a thank you note from Mary Kruff for the farewell gift and another from Ellen O'Keefe for a holiday gift.

7. DIRECTOR'S REPORT:

- Ellen O'Keefe announced that a former long term employee, Maureen Barron recently passed away. The staff would like to establish a permanent tribute possibly in the garden as she was an avid gardener. Board members expressed their interest in being included in this initiative as did the Friends of the Library.
- Ellen announced the hiring of two part-time employees: Mary Joan Kirkegard is the Children's Assistant and Pat Green is the Circulation Assistant. She is in the process of reviewing applications from applicants for the two weekend page positions which will alternate Sundays.
- Ellen reported that the Library is in need of a new auditor since Lerch, Vinci, and Higgins, LLP is no longer contracted by the Borough. Ellen has recommendations from other Directors and will work with the Finance Committee to identify a new professional.
- Ellen expressed her disappointment with service on the HVAC recently performed by Reiner when they were called in to fix a belt problem that was repaired nine months ago. Brian has expressed his intention to be present when they come for the contracted quarterly service to verify that the work is completed.
- The repair of the Rock Road steps will probably wait until April because of the weather.

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

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

Kathleen Walter moved to pay the January bills as presented. Second: Rachel Feinmark. Motion carried. Cathy Osborn noted a few minor changes with the bill preparation that will be easily corrected. She indicated that Rachel Feinmark will have to be added as a signatory to the accounts.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein announced that the next meeting of the Friends will be held on Monday, January 10 when a Vice President and Secretary will be elected.
- A vote to amend the bylaws to accommodate co-chairs is also on the agenda for that meeting.
- Joyce reported that Village Marketing gave a demonstration of the new website at the last meeting and has created individual email accounts for the board and specific committees such as gallery, social media, etc. to eliminate the need for using personal email accounts.
- Georgene Betterbed reported that exhibits in the gallery are moving along. She also indicated the Friends are pleased with the work of the web designer, a student at Glen Rock High School.

10. FOR INFORMATION: none

11. FOR DISCUSSION:

- a. Downstairs HVAC and renovation projects: Jeff Schlecht presented various options for moving forward with the HVAC replacement that was hoped to be covered by the Library Construction Bond grant. The grant application was divided into three categories: upgrading the mechanical system to allow use of the lower level, an elevator, and maximizing space. Jeff suggested the priorities as mechanical first, a space plan as second and the elevator as the third project to be addressed. He indicated the grant request was \$650,000 for these projects but there will most likely be price increases as we move forward. Cathy Osborn indicated a need for replacing the whole system and discussed ways of funding this. She suggested a committee of Board members be tasked with this study. Perhaps an engineer should be hired to do a feasibility study and could provide the detailed specifications of the project. Jeff asked the Board's permission to talk to engineers for guidance on how to proceed. Cathy asked Jon Cole, the incoming alternate for the Mayor to discuss progress with Millennium Strategies on identifying potential grant sources.

12. FOR ACTION:

- a. BCCLS Bylaws Certification Agreement: Cathy Osborn read the agreement which must be signed annually and indicated that she and Rachel Feinmark as the incoming Board President had already signed the document.

- b. Resolution 2022-01: Eastwood, Scandariato & Steinberg: Jeff Schlecht moved to retain Eastwood, Scandariato & Steinberg, Attorneys at Law as General Counsel for the Library. Second: Christa Folco. Motion carried with the following roll call vote: 7 yes, 0 no, 0 abstentions.
- c. Resolution 2022-02: Baker and Taylor. Christa Folco moved that the Board of Trustees authorizes the Library Director to enter into a contract with Baker & Taylor, Inc. for the purchase of library materials. Second: Dan Lesso. Motion carried with the following roll call vote: 7 yes, 0 no, 0 abstentions.
- d. Resolution 2022-03: Payment of bills when lacking quorum. Kathleen Walter moved to authorize the Library Director to make payments of all usual and customary invoices, vouchers and bills in the event there is no Board Meeting for reasons such as a recess or lack of quorum. Second: Jeff Schlecht. Motion carried with the following roll call vote: 7 yes, 0 no, 0 abstentions.
- e. Mayor Kristine Morieko joined the Zoom session to administer the Oath of Office to Maggie Jacoby, Jeff Schlecht, and Lisa Tomaselli. Maggie Jacoby was appointed to succeed Cathy Osborn for a five year term: 2022-2026; Jeff Schlecht was re-appointed to the Board for a five year term: 2022-2026; and Lisa Tomaselli was sworn in as the Superintendent's Alternate for another one year term. Mayor Morieko introduced Jon Cole as the Mayor and Council alternate for 2022. End dates for terms of the remaining trustees are as follows:

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| Matt Jacobs | 2022 |
| Dan Lesso | 2023 |
| Christa Folco | 2023 |
| Kathleen Walter | 2024 |
| Rachel Feinmark | 2024 |

Mayor Morieko expressed her continued and enthusiastic support for the Library as an important community service to all ages. She suggested strategies for developing a fundraising plan to address the needed capital improvement projects.

13. COMMITTEE REPORTS:

- a. Finance: Dan Lesso reported that he completed the deposit into Ascendia Bank as directed in December. He requested that the new signers on the accounts visit the banks to complete the signature cards. He noted that the Library will have accounts at two banks next year.

b. Personnel: Kathleen Walter requested a Closed Session to discuss personnel matters. Christa Folco moved to adjourn into Closed Session at 8:14 pm. Second: Rachel Feinmark. Motion carried.

Jeff Schlecht moved to resume the Regular Meeting at 8:26 pm. Second: Christa Folco. Motion carried.

c. Buildings and Grounds: previously covered

d. Planning: no report

e. Technology: no report

f. Ad Hoc: Christa Folco reported that the Centennial Committee met the previous day and discussed the budget and the activities planned so far:

- Saturday, March 26: NJ Maker's Day and Centennial Kickoff
- Sunday, June 12: Glen Rock Pops Concert at the High School
- Monday, July 4: Fourth of July Parade with Library representatives serving as Grand Marshall
- Saturday, September 17: Centennial Day
- Month of September: Centennial Art Show at the Library

The committee is exploring the sale of mugs and polo shirts with the imprinted logo. Staff will be asked if they would like a complimentary shirt.

14. OLD BUSINESS: none

15. NEW BUSINESS: none

16. ADJOURNMENT: Lisa Tomaselli moved to adjourn the January Board meeting at 9:02 p.m. Second: Christa Folco. Motion carried.

17. REORGANIZATION MEETING: Cathy Osborn called the Reorganization Meeting to order at 9:03 pm.

Christa Folco announced the following Slate of Officers for 2022:

President: Rachel Feinmark

Vice-President: Matt Jacobs

Treasurer: Dan Lesso

Secretary: Kathleen Walter

Since there were no additional nominations from the floor, Christa instructed Kathleen Walter to cast a single unanimous vote for the Slate as presented.

Kathleen Walter presented Cathy Osborn with a card of thanks and a bouquet of flowers in appreciation of all the years she has served on the Board and her calm leadership as a Pandemic President.

18. Adjournment of Reorganization Meeting: Kathleen Walter moved to adjourn the Reorganization Meeting at 9:05 pm. Second: Christa Folco. Motion carried.

19. Reopen January Board Meeting: as the newly elected President, Rachel Feinmark reopened the January Board Meeting at 9:06 pm.

Board Members:

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| President: Rachel Feinmark | present |
| Vice-President: Matt Jacobs | absent |
| Treasurer: Dan Lesso | present |
| Secretary: Kathleen Walter | present |
| Mayor's Alternate: Jon Cole | present |
| Superintendent's Alternate: Lisa Tomaselli | present |
| Trustee: Christa Folco | present |
| Trustee: Jeff Schlecht | present |
| Trustee: Maggie Jacoby | present |

Ex-Officio Members:

| | |
|--|---------|
| Library Director: Ellen O'Keefe | present |
| Friends of the Library Co-President: Joyce Stein | present |
| Friends of the Library: Georgene Betterbed | present |
| Past-President: Cathy Osborn | present |

Other:

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| Recording Secretary: Catherine Dodwell | present |
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Rachel Feinmark announced the following 2022 committees and members:

Building and Grounds: Jeff Schlecht (chair), Matt Jacobs

Finance: Dan Lesso (chair), Maggie Jacoby

Personnel: Kathleen Walter (chair), Jon Cole

Planning: Christa Folco (chair), Lisa Tomaselli, Maggie Jacoby

-Strategic Planning Subcommittee: Christa Folco (chair), Kathleen Walter, Maggie Jacoby, Cathy Osborn (advisory)

Technology: Matt Jacobs (chair), Dan Lesso, Jeff Schlecht

Friends Representative: Rachel Feinmark

Nominating Committee: Christa Folco, Kathleen Walter

**Board President, Rachel Feinmark, serves as an ex-officio member of each committee.

20. Designation of Funds Resolution: 2022-04: Dan Lesso moved to designate Ascendia Bank, Blue Foundry Bank, and Columbia Savings Bank, as official depositories of the Glen Rock Public Library and that funds of the Glen Rock Public Library deposited in said banks be subject to withdrawal upon checks or other orders for the payment of money when signed on behalf of the Glen Rock Public Library by any two designated trustees, to wit: President: Rachel

Feinmark, Vice President Matthew Jacobs, Treasurer: Daniel Lesso, and Secretary: Kathleen Walter. Second: Kathleen Walter. Motion carried with the following roll call vote: 8 yes, 0 no, 0 abstentions.

21. Set new Trustee training date(s): Ellen O’Keefe announced that this will be arranged through email and will include Jon Cole and Maggie Jacoby. Dan Lesso reminded everyone that the Financial Disclosure Statements will be available soon and Trustees must complete this by the end of April.

22. Adjournment: Dan Lesso moved to adjourn the January Board Meeting at 9:15 p.m. Second: Lisa Tomaselli. Motion carried. The next meeting is scheduled for Thursday, February 10 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President