

Glen Rock Public Library Board of Trustees Meeting Minutes
January 9, 2020

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, January 9, 2020 at 7:31 PM.

Present:

Donna Kuiper Dykstra, President
Dan Lesso, Treasurer
Cathy Osborn, Secretary
Vicki Fleiss, Trustee
Kathleen Walter, Trustee

Also Present:

Ellen O'Keefe, Library Director
Georgene Betterbed, President of the Friends of the Library
Mayor Kristine Morieko
Kaitlyn Lawler, Recording Secretary

Public:

Rachel Feinmark
Teresa Gilbreath
Lisa Tomaselli

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 December 12, 2019 Meeting: Members reviewed previous meeting's minutes. Motion to approve by Dan. Second motion by Cathy. Motion passed.
4. Welcome to Visitors with instructions on when to address the Board: Welcome to new members. There will be a turnover of positions later on in the meeting for the new year.
5. Public Comments: None.
6. Correspondence: None.
7. Director's Report: Ellen spoke. The Borough budget presentation will be rescheduled, date to be announced. The six-month MacMillan purchasing boycott is underway. Note, there are now nine fine-free libraries in BCCLS.
The Children's Room printer was updated through Cartridge World's (current ink and toner supplier), "Why Buy a Printer" three-year program. Total cost at \$859.99. The library is still exploring options for the Reference Desk.
Discussion of retrofit for library sign outside the building. Weather proofing for the electronic sign is underway by electrician, Larry Ott.
Construction Grant application is in process with the borough's Grant Writer, Evan Covello. This matter should be resolved soon. The deadline to file is April 6, 2020.

Teresa mentioned aligning the financial meeting with town council meeting to get everything on the agenda in time for swift turnaround.

A reminder of the State's Financial Disclosure Statement to be completed. The deadline is April 30, 2020. Current members are required to file. Ellen will send out the website link once it is available.

Ellen reminded everyone she is on vacation from 1/25 through 2/2/20.

8. December Bills to Be Paid: Current bills and bank statements reviewed by Board members. Motion to approve by Kathleen. Second by Vicki. Motion passed.

9. Report from Friends of the Library:

Georgene spoke. The Friends originally donated the sign and would like some plants to be placed around the new electronic sign. The Garden Club will be contacted for suggestions; the Friends may be willing to subsidize the cost. Teresa discussed having the Friends having a more prominent place on the Borough's website alongside the library itself.

The upcoming Read-a-Thon will be held in March (week of March 9th) in conjunction with the Glen Rock HSA. Denley Chew & Petra Inbar are the two co-chairs. The 2019 Read-a-Thon had 37 winners. The same guidelines apply going into 2020. Winners receive their prizes in the Borough Council Chambers. A schedule for collection of books, previews, and sale was presented. A schedule has been sent to Ellen.

A vote was held by the Friends for support the Capital Campaign but a figure was not decided.

10. Swearing-In: The report from the Friends of the Library had a brief intermission for the swearing-in of new board member, Lisa Tomaselli, Superintendent's Liaison. Mayor Kristine Morieko swore in Lisa (Rachel Feinmark and Teresa Gilbreath having been previously sworn in at the Borough's Reorganization Meeting).

11. For Information: None.

12. For Discussion: None.

13. For Action:

- a. Review of topics from previous December board meeting's budget discussion with Business Manager, Mary. Motion to approve 2020 Preliminary Budget draft by Cathy. Second motion by Dan. Motion approved.
- b. NJ Library Trustees Association Membership Renewal. Motion by Kathleen. Second by Vicki. Motion approved.
- c. BCCLS By-Laws Certification Agreement. Motion by Vicki. Second motion by Kathleen. Motion approved.
- d. Resolutions:
 - i. Eastwood, Scandariato, & Steinberg: current attorneys. Vote by present members unanimous in favor. Motion to approve Dan. Second motion by Vicki. Motion passed.
 - ii. Baker & Taylor: annual State purchase contract. Vote by present members unanimous in favor. Motion by Kathleen. Second motion by Dan. Motion approved.

- iii. Lerch, Vinci, & Higgins, LLP: auditor, certified public accountants. Vote by present members unanimous in favor. Motion by Vicki. Second motion by Kathleen. Motion approved.
 - iv. Payment of Bills When Lacking Quorum: contingency plan if less than 5 trustees present at board meeting. Bills will then be approved retroactively at the next Board Meeting. Motion to approve by Dan. Second by Kathleen. Motion passed unanimously.
14. Committee Reports: New committee assignments for 2020 will be forthcoming. To be added: Rachel Feinmark, Teresa Gilbreath, Lisa Tomaselli
- a. Finance: no report
 - b. Personnel: call for closed session.
[Closed Meeting: 8:54 PM call for closed meeting. Motion by Dan. Second by Kathleen. Motion passed. 8:59 PM call to reopen board meeting. Motion by Cathy. Second by Dan. Motion passed.]
Resolution:
Salary increases by 2.5% for non-union library staff members: Director, Ellen O'Keefe; Business Manager, Mary Kruffy; and Head of Circulation, Theresa Sarracino discussed then approved unanimously.
 - c. Building and Grounds: no report
 - d. Planning: no report
 - e. Technology: no report
 - f. Ad Hoc: no report
15. Old Business: None.
16. New Business: None
17. Adjournment of January Board Meeting: 9:03 PM Motion by Kathleen. Second by Vicki. Motion approved.
18. Reorganizational Meeting: Opening of reorganization meeting at 9:04 PM by Donna. No objections.
Library Board for 2020:
Cathy Osborn, President
Matt Jacobs, Vice President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Teresa Gilbreath, Borough Liaison
Lisa Tomaselli, Superintendent's Liaison from Hamilton School
Vicki Fleiss, Trustee
Jeff Schlecht, Trustee
Rachel Feinmark, Trustee
19. Adjournment of Reorganization Meeting: Motion to end meeting by Kathleen. Second by Cathy. Motion sustained. Meeting adjourned at 9:05 PM.
20. Reopen January Board Meeting: 9:06 PM meeting opened by Cathy.
- a. Designation of Funds: Dan Lesso moved the following on behalf of the Finance Committee:

"I move to designate Blue Foundry Bank, Columbia Savings Bank, Glen Rock Savings Bank, and Connect One, as official depositories of the Glen Rock Public Library and that funds of the GRPL deposited in said banks be subject to withdrawal upon checks or other orders for the payment of money when signed on behalf of the GRPL by any two designated trustees, to wit:

President: Catherine Osborn, Vice President Matthew Jacobs, Treasurer: Daniel Lesso, and Secretary: Kathleen Walter."

- b. Set New Trustees Training Date: Date to be determined for new trustees.
- c. Closing remarks and thank you to Donna. Donna made her own closing remarks thanking the Board for their support.

21. Adjournment: 9:13PM motion by Lisa. Second by Teresa. Meeting adjourned.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary