

**MINUTES OF THE REGULAR MEETING OF THE  
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, March 14, 2024 at 7:00 pm**

- 1. CALL TO ORDER:** The meeting was called to order by Maggie Jacoby at 7:06 pm in the Library. Rachel Feinmark took over at 7:35 pm.

Board Members:

|   |                   |
|---|-------------------|
| President: Rachel Feinmark                | present           |
| Vice-President: Matt Jacobs               | present           |
| Treasurer: Dan Lesso                      | present           |
| Secretary: Kathleen Walter                | present           |
| Mayor's Alternate: Jill Orlich            | present           |
| Superintendent's Alternate: Jamie Britton | present           |
| Trustee: Christa Folco                    | present via phone |
| Trustee: Georgene Betterbed               | present           |
| Trustee: Maggie Jacoby                    | present           |

Ex-Officio Members:

|                           |         |
|---------------------------|---------|
| Director: Brianne Colombo | present |
|---------------------------|---------|

Others:

|  |         |
|--|---------|
| Recording Secretary: Catherine Dodwell | present |
|--|---------|

Public:

|   |         |
|---|---------|
| Friends of the Library President: Ludmila Golad | present |
| Friends of the Library VP: Mark Golad           | present |

- 2. ADEQUATE NOTICE OF THE MEETING:** Maggie Jacoby 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:** Minutes of the February 8, 2024 Regular Meeting were accepted by consent as distributed.
- 4. WELCOME TO VISITORS AND INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Maggie Jacoby announced that public participation and remarks are welcome and provided guidance for comment.
- 5. PUBLIC COMMENTS:** none

## 6. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Ludmila Golad reported that the Friends met on Monday of this week; all results of the Readathon have not been fully compiled; a date for the medal ceremony has not yet been established.
- Ludmila indicated the number of memberships has increased; Amanda Marcalus has been doing a wonderful job curating gallery exhibits which have generated numerous sales; an updated Friends brochure will be ordered; a committee to develop additional fundraising events is being coordinated; new residents have become active participants in the meetings.
- Recent Friends events that were well received include the Love Songs after hours concert.
- Jamie Britton provided feedback to the Friends on how the Readathon was received in the schools and suggested ways to structure it to give the children greater ownership and responsibility.

## 7. CORRESPONDENCE: none

## 8. DIRECTOR'S REPORT:

- **Circulation & Collections:** Brianne Colombo reported the monthly circulation statistics including a breakdown for digital material delivered through Hoopla and Libby; circulation of digital materials is continuing to trend upward; Museum passes circulated 13 times and the laser tag set was borrowed once.
- **Displays:** Alison Lacey, a GRPL staff member is displaying her collection of blue Depression Glass in the curio cabinets; the paintings of Lori Weisbart-Polson are on display in the Gallering for the month of March.
- **Facilities:** Brianne reported a lack of heat in the public bathrooms and lower level; the repair was completed on February 15; the backup battery alarm for the fire door was replaced the same day; as a result of a February 13 storm, Optimum WiFi was out for two days but this did not impact the staff workstations; the carpets will be cleaned on April 12 as well as the upholstered chairs; the public restroom floors will be sealed on the same day, necessitating a building closure.
- **Finance:** The Ruth Willett Andrews CD was renewed for a 9 month term at a rate of 5.25%; it will mature on November 30, 2024.
- **Grants and Donations:** The State Aid Report which is required by the NJ State Library to receive per capita State Aid was submitted on March 12; at their February 28th meeting, the Borough Council introduced a capital ordinance authorizing the appropriation of state grant money for the elevator project; the ordinance will be considered for final passage on March 27; the Borough did not elect to apply for the NJBPU Community Energy Plan Grant Program as it is no longer funding the replacement of equipment with energy efficient models. Brianne reported she is considering applying for an

incubation grant from the NJ Council for the Humanities; the deadline for indicating interest is March 31.

- **Personnel:** Brianne will host a Staff Meeting on March 26 at 9 am; April 2 marks six months of her employment.
- **Programs:** Brianne shared the adult programming statistics for February: 163 participants attended 10 scheduled programs; two programs sponsored by the Friends were postponed and rescheduled to March; 22 children's programs were presented and attracted 697 participants (394 children, 303 adults); 6 teen events were presented to 46 attendees; 2 people took advantage of the one-on-one tech help and 2 requests for VHS to DVD transfers were completed.
- **Public Relations & Website/Social Media:** Brianne reported that Library coverage appeared in the February 23 issue of the *Glen Rock Gazette* with a photo of the Arts Council Open Studio; Google Insights tallied the GRPL business profile and Google Analytics indicated website usage; Facebook visits and reactions to posts were reported; posts that generated the most response were those featuring Glenn Hoefler and the Annual Report; X and Instagram outreach was recorded.
- **Recent Meetings:** Brianne listed the 9 meetings she attended in February.

#### **9. TREASURER'S REPORT/FEBRUARY BILLS TO BE PAID:**

- Kathleen Walter moved to pay the February bills as presented. Second: Maggie Jacoby. Motion carried.
- Brianne Colombo reported that all CDs have a common maturity date at the end of the year; the State Aid account can be rolled into the operating account and not remain as a separate account.

#### **10. FOR DISCUSSION:**

1. Architectural Services Qualifications: Brianne Colombo reported that 9 qualifications were received and two copies from each firm are available for review; she distributed a summary of the submissions by firm name, office location, price range, list of the public places especially libraries where they have completed projects; the salary rate of individual staff positions. Matt Jacobs moved to accept all nine architectural firm proposals. Second: Christa Folco. Motion carried. Two architects will be invited to the April meeting to discuss the project.

2. Strategic Plan: Brianne Colombo reported that a preliminary meeting is being set up; the composition will include 12-14 members who will be invited to participate; 3 meeting dates are anticipated; the expectation is to develop a three-year plan with 4 achievable goals; these goals will reflect the community's needs; the concept of fine-free materials will be incorporated into this plan.

3. Collection Development Policy: Brianne Colombo requested volunteer assistance to review the existing policy. Maggie Jacoby and Jamie Britton volunteered.

**11. FOR ACTION:** none

**12. COMMITTEE REPORTS:**

- a. Finance: no report
- b. Personnel: no report
- c. Buildings and Grounds: Jill Orlich reported that an architect will be needed for the new roof as this project will be more complicated because of the irregular roof lines created by the various building additions.
- d. Planning: no report
- e. Technology: Matt Jacobs delivered an outside camera for the back door.
- f. Ad Hoc: no report

**13. UNFINISHED BUSINESS:** none

**14. NEW BUSINESS:** none

**15. ADJOURNMENT:** Matt Jacob moved to adjourn the meeting at 8:10 p.m. Second: Kathleen Walter. Motion carried. The next meeting is scheduled for Thursday, April 11, 2024 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell  
Recording Secretary

Rachel Feinmark  
Board President