

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, February 9, 2023 at 7:30 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:46 p.m. 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: Lisa Tomaselli	absent
Trustee: Christa Folco	present via Zoom
Trustee: Jeff Schlecht	absent
Trustee: Maggie Jacoby	present

Ex-Officio Members:

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

Others:

Recording Secretary: Catherine Dodwell	present
FOL 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:** Minutes of the January 3, 2023 Special Meeting were accepted by consent as distributed. Minutes of the January 12, 2023 Regular Meeting were accepted by consent as distributed. Minutes of the January 12, 2023 Closed Session were accepted by consent as distributed.
- 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:

- Ellen O'Keefe reported that she has hired a new Business Manager who will join the Library on February 27; the temporary bookkeeper, Bernardo Guterman has been averaging 16 hours a week and has worked out well.
- Ellen reported that the meeting with the Borough Finance Committee was held on Saturday, February 4 and was a productive conversation. Several Trustees and members of the Friends were in attendance to support the request for additional funding for much needed projects. Borough representatives were Lenora Benjamin, Jill Orlich, Finance Committee Member, and Teresa Gilbreath, Finance Committee Chair.
- Ellen reported that the roof has remained relatively quiet and small staining in the Children's Room had been noticed recently.
- Progress has been made with the telephone installation: Verizon repaired the copper lines; all lines are functioning and the line in the HandiLift was reconnected. Anticipated completion is tentatively scheduled for February 17 when Baroan, the Borough's telecommunications consultant will coordinate with Tekscope to resolve the final details.
- Ellen reported that she has been unable to obtain more samples of the new chairs and recommended that the project move forward with the purchase of the tables.
- Ellen announced that attendance at Library programs has been steadily increasing and is a successful strategy for getting the public into the building.
- Ellen called attention to the documents distributed by BCCLS that day which highlight the value of its services and cybersecurity protocols; she indicated that the Library is well protected by having BCCLS equipment.

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

- The Treasurer's Report was accepted by consent as distributed. It will be filed for audit.
- Christa Folco moved to pay the February bills as corrected. Second: Maggie Jacoby. Motion carried.
- Matt Jacobs moved to have two additional checks prepared on Monday: \$172.50 payable to Ultimate Security and \$3,408.71 to Baker and Taylor. Second: Maggie Jacoby. Motion carried.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein reported that the next meeting will be held on Monday, February 13.
- The Meet and Greet with the Friends was held on Sunday, January 22 and while it did not attract a large crowd, the interest of those who came rendered

it a success; several residents registered as new members and some expressed an interest in volunteering.

- One attendee expressed an interest in coordinating a book sale; Joyce and Georgene met with her and determined that they would try it with children's and YA books. This will be discussed at Monday's meeting and a date in May was targeted in advance of the launch of the summer reading program.

10. FOR INFORMATION: none

11. FOR DISCUSSION:

- a. Purchase of mobile tables and new chairs:
Ellen O'Keefe reviewed the selection of the Move chair which is has an upholstered seat and indicated that the Library does not have the funds to cover the purchase at this time; a couple of Trustees expressed their intention to attend the Friends of the Library meeting on Monday to request additional money for this purchase.
- b. Capital Campaign:
Maggie Jacoby reached out to several contacts to investigate how to manage a capital campaign; it appears that in order to raise money, money has to be spent. She suggested focusing on the silent phase of the campaign at this time; shared the structure of a campaign and the databases that can be used for project research that identify individuals with a history of giving in our area.
- c. Library Giving Day: April 4
The Friends will coordinate the details for promoting this; emphasis will be the chairs which are needed for additional programming offerings.

12. FOR ACTION:

- a. Matt Jacobs moved to purchase 9 tables in the Verb design from Dancker and funded from the Judy Silver funds. Second: Dan Lesso. Motion carried.
- b. Mayor Kristine Morieko joined the meeting by Zoom at 8:15 p.m. to administer the Oath of Office to Jill Orlich as the Mayor's Alternate for a one year appointment.
- c. Rachel Feinmark announced the following 2023 committees and members:
Building & Grounds: Jeff Schlecht (Chair), Matt Jacobs
Finance: Dan Lesso (Chair), Rachel
Personnel: Kathleen Walter (Chair), Jill Orlich
Planning: Christa Folco (Chair), Lisa Tomaselli, Maggie Jacoby
-Strategic Planning Subcommittee: Christa Folco (Chair), Kathleen Walter, Maggie Jacoby
Technology: Matt Jacobs (Chair), Dan Lesso, Jeff Schlecht
Friends Representative: rotation among Trustees
Nominating Committee: Christa Folco, Kathleen Walter
Capital Campaign Steering Committee: Maggie Jacoby, Christa Folco, Kathleen Walter, Rachel Feinmark

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

- d. Change Board Meeting Start Time to 7:00 p.m.

Christa Folco moved to change the start time of the regularly scheduled Board Meeting to 7 p.m. beginning in March. Second: Dan Lesso. Motion carried.

13. COMMITTEE REPORTS:

- a. Finance: Dan Lesso indicated that he is still in need of a letter from the Board listing the current signatories for Blue Foundry Bank.
- b. Personnel: Ellen O'Keefe shared her preference for a Business Manager instead of a bookkeeper because the position requires more than paying bills; this person has HR responsibilities, is considered a confidential employee, prepares reports and handles the money. She has hired Kathy Simmons Collins to fill this opening with a start date of February 27, 2023. Matt Jacobs moved to authorize a salary of \$53,000 for the hiring of the Business Manager. Second: Maggie Jacoby. Motion carried
- c. Buildings and Grounds: no report
- d. Planning: no report
- e. Technology: Matt Jacobs reported that the Library will have to pay for the telephone hardware portion of the upgrade.
- f. Ad Hoc: no report

- 14. UNFINISHED BUSINESS:** The following action was overlooked following the Closed Session Discussion at the January meeting. Dan Lesso moved to ban the disruptive patron for a period of one year for violating the Library's Code of Conduct; a letter has been sent informing the individual of this status. Second: Christa Folco. Motion carried.

- 15. NEW BUSINESS:** none

- 16. ADJOURNMENT:** Maggie Jacoby moved to adjourn the February Board Meeting at 9:15 p.m. Second: Matt Jacobs. Motion carried. The next meeting is scheduled for Thursday, March 9 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President