

**Glen Rock Public Library Board of Trustees Virtual Meeting Minutes**  
**May 14, 2020**

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, May 14, 2020 at 7:34 PM via Zoom platform.

Present:

Cathy Osborn, President  
Matt Jacobs, Vice President  
Dan Lesso, Treasurer  
Kathleen Walter, Secretary  
Teresa Gilbreath, Borough Liaison  
Lisa Tomaselli, Superintendent's Liaison  
Rachel Feinmark, Trustee  
Vicki Fleiss, Trustee  
Jeff Schlecht, Trustee

Also Present:

Ellen O'Keefe, Library Director  
Mary Kruyff, Library Business Manager  
Georgene Betterbed, President of the Friends of the Library

Public:

Kristen Breen, Library Employee  
Carl Fongallaz, Library Employee  
Theresa Sarracino, Library Employee  
Monica Smith, Public Member  
Norma Tamburrino, Library Employee  
Jeanne Zamonski, Library Employee  
Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting: The date, time, and access to this meeting has been advertised, filed with the Borough Clerk, posted on the borough and library websites. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of the March 12, 2020 & April 16, 2020 Meetings: Motion to approve the Minutes from the March 12, 2020 & April 16, 2020 meetings with corrections by Kathleen. Second by Matt. Motion approved.
4. Welcome to Visitors with instructions on when to address the Board: Welcome to library staff with directions to address the board later in the meeting.
5. Correspondence: N/A
6. Director's Report: Ellen spoke. The reopening phases of the library are being discussed. Once Governor Murphy rescinds Executive Order 107, the NJLA has stated that libraries can reopen. An Ad Hoc Committee with board members has been suggested to assist with reopening plans. Ellen mentioned being in contact with vendors to supply shields to protect staff and patrons. Glen Rock Office of Emergency Management (OEM) will provide personal

protective equipment (PPE) to library staff. Borough employees have been offered testing for COVID-19 antibodies.

BCCLS is in the works of providing self-service checkout kiosks. There may be an increase in borrowing limits. A possible first step to reopening includes offering curbside pick up of materials. Two issues pertaining to this are retrieving patron materials and inter-library loans. The library has been cleaned and sanitized. Furniture may be moved around to accommodate distancing during reopening. The Ad Hoc Committee will discuss updating policies for protection.

Virtual library events and programming have been in progress. Ellen spoke to Kathleen regarding summer reading lists from Glen Rock Schools. Digitally available titles have been encouraged.

Borough Grant Writer, Evan Covello received all the paperwork and it was anticipated he would file on May 13, 2020. Thank you to Jeff for your assistance.

Since nonessential construction can resume, the library's electronic sign project will begin soon.

7. May Bills to Be Paid: Motion to accept Treasurer's Report and pay May bills by Teresa. Second by Vicki. Motion passed.
8. Report from the Friends of the Library: Georgene spoke. Review of Friends' funds. The summer program may be offered virtually. The book sale has been halted due to the pandemic. Current revenue is \$7,500. Cathy, Ellen, & Georgene stated that book donations have been quarantined. Children's books may be offered for sale in bundles of 10. Young Adult books may be sold in bundles of 5, once the book sale is able to be held. The adult books will stay in the basement until September. The Read-a-thon has slowed with schools closed. \$8,055 income from the Read-a-thon thus far. 253 readers are participating. There are 30 Gold Medal Winners and 80 pledge families. Byrd & Coleman schools are tied. A council celebration will be held when schools reopen in the fall. A press release will be issued to the newspaper. Ellen suggested posting the press release on the Friends' tab of the library website.
9. For Information:
  - a. NJ Construction Bond Grant: Discussed during Director's Report.
10. For Discussion:
  - a. COVID-19 Protocols, Preparedness: Ellen spoke. LibraryLink has issued a document outlining reopening stages. The Ad Hoc Committee to be referred to as the "Reopening Committee." Volunteers of staff and board members needed. Cathy, Matt, Kathleen, Jeff, Rachel and Teresa have volunteered.
  - b. Consideration of suspending overdue fines and printing fees once we reopen: BCCLS is extending the deadline of materials checked out until 9/1/2020. Discussion to waive overdue fines and printing fees once the library reopens to prevent staff from having to handle money. Cathy encouraged creating a limit of free copies/ printing pages

before a charge. These will be temporary policies. Currently, there is an option for fines to be paid online.

11. For Action: N/A

12. Committee Reports:

- a. Finance: N/A
- b. Personnel: Motion to move to a closed session at 8:32 PM by Kathleen. Second motion by Teresa. Motion approved.

Motion to reopen public meeting at 8:54 PM by Kathleen. Second by Teresa. Motion passed.

Kathleen made a motion to furlough all part time employees effective June 1, 2020. Second motion by Vicki. The recall of furloughed part time employees to be based on the operational needs of the library at the time of such recall, as determined by the Board of Trustees in consultation with the Library Director, with consideration given to job title, required job skills, and seniority, among other factors.

Public Comments: Monica inquired about the intent and management of layoffs. The resolution was further explained by Ellen and board members. Employees will continue to accrue sick days and vacation time. Voluntary participation in the Deferred Compensation Retirement Plan was discussed and is suspended during the furlough.

Following the public comments, a vote was taken to approve the motion. Motion passed unanimously as read in the form of a resolution (05.14.20 Part Time Furlough Resolution)

- c. Building & Grounds: The filing deadline for the Construction Bond Grant is 6/5/20.
- d. Planning: N/A
- e. Technology: N/A
- f. Ad Hoc: Strategic Planning Committee on hold.

13. Old Business: N/A

14. New Business: Trustee training opportunities discussed.

15. Adjournment: Motion to adjourn meeting by Matt. Second by Jeff. Meeting adjourned at 9:15 PM.

Respectfully submitted by  
Kaitlyn Lawler  
Recording Secretary