

Glen Rock Public Library
Board of Trustees Virtual Meeting Minutes
June 11, 2020

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, June 11, 2020 at 7:33 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
Georgene Betterbed, President of the Friends of the Library

Public:

Kristen Breen, Library Employee
Theresa Sarracino, Library Employee
Christa Folco
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 May 14, 2020 Meeting: Motion to approve the Minutes from the May 14, 2020 meeting by Dan. Second by Lisa. Motion approved.
Motion to approve Closed Session Minutes from April 16, 2020 & May 14, 2020 meetings by Jeff. Second by Kathleen. Motion approved.
4. Welcome to Visitors with instructions on when to address the Board: Cathy introduced Theresa & Kristen, library employees. The Board also welcomed Christa who will be replacing Vicki as a Trustee in July.
5. Public Comments: N/A
6. Correspondence: N/A
7. Director's Report: Ellen spoke.
 - Congratulations to library employee Danielle for winning NJLA's "Innovative Program Award" for her "Enhanced Special Storytimes!"

- Review of statistical report.
 - The library is resuming deliveries in shifts. Return bins were delivered on 6/8. The Borough of Glen Rock dropped off face masks and sanitizing equipment on 6/10. Ellen will be attending a Borough reopening meeting to be held Friday, 6/12. Full-time employees will resume work soon. Protective barriers will be delivered by 6/24. Every workstation is accounted for along with reference desks and computer banks.
 - The electric sign work will be underway Friday, 6/12.
 - Jeff & Matt stated two plumbing quotes were reviewed to replace restroom toilets and sinks with auto-sensing devices required by the Borough.
 - During the month of May the library was successful with many virtual events.
8. June Bills to Be Paid: Motion to accept Treasurer's Report and pay June bills by Kathleen. Second motion by Vicki. Motion passed.
9. Report from the Friends of the Library: Georgene spoke. Locations of the book sale within the library discussed. Everything has been moved to the lower level. Children's books bundled and tied. Special books & young adult books individually separated and priced. The Read-a-thon awards presentation will be held in September or October with the Mayor and Council. A press release was sent out regarding the Read-a-thon.
10. For Information: N/A
11. For Discussion:

Library Open with Limited Service Policies & Signage: Draft of "Policies for Operating with Limited Services Phase: Signage and Policies" discussed and edited with Ellen & Board Members. Ellen to post signage on 6/12. "Future" portion of the document to be discussed with the Reopening Committee.

- i. Motion to accept wording for signage as read by Teresa. Second by Lisa. Motion approved.
- ii. Motion to amend signage policy as read by Dan. Second by Teresa. Motion approved.

Signage: Policy Posted at Entrances:

Face coverings are required to enter the Library.

Your nose and mouth must be covered.

Masks, bandanas or scarves are acceptable.

Your hand, shirt, or other clothing are not face coverings.

Anyone who has a fever, cough, chills or is otherwise not feeling well should not enter the Library.

Maintain physical distancing of 6 feet from others.

Adopted on June 11, 2020 by the Glen Rock Public Library Board of Trustees

Policies: Operating with Carry Out Only Phase: Motion to name the pick up service offered by the library as “Carry Out” by Kathleen. Second by Vicki. Motion passed.

The following policies are in place until lifted by the Glen Rock Board of Library Trustees:

- Face coverings are required on Library property. Masks, bandanas or scarves are acceptable. Hands, shirt, or other clothing are **not** face coverings.
- No more than 10 patrons are allowed in the Library at one time.
- Only one individual per household may enter.
- Maintain physical distancing of 6 feet from others.

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Plan in case of staff illness: Ellen shared the “Bringing Full-Time Staff Back Into Library Before Opening to the Public” document with the Board. Document discussed and edited by trustees. Motion to change return date for full-time library staff to Wednesday, 6/17, by Matt. Second motion by Dan. Motion approved. Reopening Committee to discuss further.

COVID-19 Self-Certification Form: Ellen presented the COVID-19 Self-Certification Form recommended by the Borough attorney to the Board. Ellen stated the Borough is not requiring completion of the form by employees. After discussion, Cathy suggested that the form may be completed once by each employee. The Board decided not to require daily usage of the self-certification form by library employees. On returning, full-time staff will be required to sign the form titled “Bringing Full Time Staff Back Into the Library Before Opening to the Public”.

2020 Budget: Teresa spoke. The Borough adopted the 2020 Budget on June 10, 2020.

12. For Action: N/A

13. Committee Reports:

- a. Finance: N/A
- b. Personnel: N/A
- c. Building & Grounds: Previously discussed in Director’s Report.
- d. Planning: N/A
- e. Technology: Matt spoke. The installation of a Wifi-access point that reaches the parking lot will be underway.
- f. Ad Hoc: The next meeting of the Reopening Committee will be held Tuesday, June 16th at 7:30 PM.

14. Old Business: N/A

15. New Business: Vicki spoke. Since the Borough is allowing a smaller 4th of July parade, Vicki inquired if the library would be interested in participating. The Board decided not to participate.

Teresa spoke. Teresa discussed her notes from a one-hour Zoom Q&A call with trustee training she attended. The Trustee Institute in-person meeting has been cancelled. Q&A sessions are available the second Thursday of every month.

Closing remarks and thank you to Vicki for her service on the Library Board. Vicki is moving out of Glen Rock this summer.

16. Adjournment: Motion to adjourn meeting by Vicki. Second motion by Lisa. Meeting ended at 9:41 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary