

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 13, 2022**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:38 p.m. in the Library.

Board Members:

President: Rachel Feinmark	present
Vice-President: Matt Jacobs	present
Treasurer: Dan Lesso	present
Secretary: Kathleen Walter	present
Mayor's Alternate: Jon Cole	present
Superintendent's Alternate: Lisa Tomaselli	present via Zoom
Trustee: Christa Folco	absent
Trustee: Jeff Schlecht	present
Trustee: Maggie Jacoby	present

Ex-Officio Members:

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

Other:

Recording Secretary: Catherine Dodwell	present
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- 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 September 8, 2022 Regular Meeting 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:** Kathleen Walter read the thank you note that was received from Maureen Barron's family. They expressed their gratitude for the sculpture and dedication ceremony which was held on September 16.

7. DIRECTOR'S REPORT:

- Ellen O'Keefe commended the Centennial Committee for the great success of the Centennial Day celebration held on September 10; over 200 children and adults enjoyed STEAM projects and cake in the Library; poetry readings and an F. Scott Fitzgerald presentation were enjoyed under the tent; five busloads of people toured Glen Rock and soaked up town trivia.
- The telephone system is still in the process of being bundled with the Borough's; currently only two lines are functional; the Library pays for the phones and the Borough will continue to cover the service charges.
- The HVAC unit which services the Main Area needs a new condensing unit and evaporator coil; quote received for the repair is \$7500; decision can wait until the spring because only cooling is affected.
- The rain last Monday revealed new holes in the roof as evidenced by new stains in the Reference and Teen areas. Jon Cole relayed the message that the Council is interested in the Library's welfare and will do whatever needs to be done but how it will be funded is unresolved; the concept of a non-binding referendum has been discussed at a Council Meeting and Jon highlighted the concerns with that option.
- Ellen announced that the Finance Committee will meet on October 24 to discuss the 2023 Library Budget; the BCCLS' bill will increase by \$1,175 (2.51%) for a total of \$48,000; the 1/3 mil increased 5.71% for an additional \$52,977 for a total appropriation of \$969,933; health care premiums are expected to increase by 24%.
- In addition to asking for money, Ellen reiterated that a Capital Campaign must educate residents as to how public libraries are funded; setting aside money for a capital reserve should be considered fairly soon.
- The Memo of Understanding was ratified by the Union and the Board will vote on this tonight.

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

- The Treasurer's Report was accepted by consent as distributed. It will be filed for audit.
- Kathleen Walter moved to pay the October bills as presented. Second: Maggie Jacoby. Motion carried.
- Dan Lesso reported that the CD at Ascendia has been opened; the library's money is serviced by Blue Foundry and Ascendia; a couple of signatures are still needed.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

Ellen O'Keefe presented Joyce Stein's report from the Friends:

- The most recent meeting was held on October 10 and included a new member; the thank you note from the Barron family was shared.

- Membership committee signed up seven new members in September; the Centennial Membership category will continue to the end of the year.
- Gallery bookings continue to do well and artists are scheduled through 2023; one of the works displayed for the Centennial was sold and the Friends received their percentage; photos from the Centennial Celebration will be added to the Friends' website.
- Topics to be discussed at future meetings will address fundraising options for 2023; resumption of a reimagined book sale will involve a new chair and ideas for other new possibilities were requested; a meet and greet has been discussed since all meetings have been conducted by Zoom to date and an in-person event will hopefully attract new members who will become actively involved.

10. FOR INFORMATION: none

11. FOR DISCUSSION:

- a. Mobile tables: Jeff Schlecht shared a Steelcase catalog with photos of the mobile table choice: the Verb flip-top table that will better serve students and facilitate more flexible programming. He will request samples of the sand and seagull finishes for the table tops and finalize the price quote. The consensus was to finalize the tabletops before selecting the chair color; there is a preference for chairs that have a sled base as opposed to a design with straight legs that could tear the carpeting as they are moved.
- b. Book challenges: Rachel Feinmark reported that a controversial book has been relocated within the building several times and Ellen O'Keefe reminded everyone that there is a process in place for review and an existing reconsideration of materials policy. To file a complaint, the person must be a resident of Glen Rock and must request the form in person. Maggie Jacoby reported that Libby Norris circulated an e-newsletter that afternoon informing that book challenges are rampant in the area but parents can only make decisions about what their children can read. If needed, the current policy will be revised in the future.
- c. Rachel Feinmark is interested in resuming a discussion of the Strategic Plan and a Capital Campaign. She asked for a Trustee Retreat within the next two months to begin at 5:30 pm before a Board meeting to create a long range plan. She indicated that the capital campaign is separate; it was started in 2020 and last met before the pandemic; the Board needs to own the campaign and should develop a 5-year capital improvements plan.

12. FOR ACTION:

- a. Memo of Understanding: Matt Jacobs moved to approve the Memo of Understanding as presented by Kathleen Walter. Second: Dan Lesso. Motion carried.

- b. Resolution 2022-05: Weilkotz & Company: Matt Jacobs moved to appoint Weilkotz & Company of Pompton Lakes, NJ as Auditors for the Glen Rock Public Library for the period September 29, 2022 to December 31, 2022. Second: Jeff Schlecht. Motion carried with the following roll call vote: 7 yes, 0 no, 0 abstentions.
- c. Staff Holiday Party: Dan Lesso moved to approve \$400 for a Staff Holiday Party. Second: Matt Jacobs. Motion carried.
- d. Erin Zapata-Christie has been hired as a Children’s Library Assistant as of September 21, 2022.

13. COMMITTEE REPORTS:

- a. Finance: previously reported
- b. Personnel: Kathleen Walter acknowledged that she is pleased the Union Contract has been finalized so the staff can receive their 2022 salary increase; negotiations for the next contract should begin next year.
- c. Buildings and Grounds: previously discussed
- d. Planning: no report
- e. Technology: a new password for the Wi-Fi has been established
- f. Ad Hoc: Centennial Committee—previously covered in the Director’s Report.

14. UNFINISHED BUSINESS: tables and chairs

15. NEW BUSINESS: none

16. ADJOURNMENT: Dan Lesso moved to adjourn the meeting at 9:25 p.m. Second: Jeff Schlecht. Motion carried. The next meeting is scheduled for Thursday, November 10 at 7:30 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President