

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 11, 2021 via Zoom**

- 1. CALL TO ORDER:** The virtual meeting was called to order by President Cathy Osborn at 7:33 p.m. on the Zoom platform.

Board Members:

President: Cathy Osborn	present
Vice-President: Matt Jacobs	absent
Treasurer: Dan Lesso	present
Secretary: Kathleen Walter	present
Mayor's Alternate: Amy Martin	present
Superintendent's Alternate: Lisa Tomaselli	present
Trustee: Rachel Feinmark	present
Trustee: Christa Folco	present
Trustee: Jeff Schlecht	absent

Ex-Officio Members:

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

Other:

Recording Secretary: Catherine Dodwell	present
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- 2. ADEQUATE NOTICE OF THE MEETING:** Cathy Osborn 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. The link for public access to the virtual format has been provided along with instructions for public participation.
- 3. MINUTES:** Dan Lesso moved to accept the minutes of the October 14, 2021 Regular Meeting as distributed. Second: Christa Folco. Motion carried.
- 4. WELCOME TO VISITORS WITH INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Cathy Osborn announced that public participation and remarks are allowed and provided guidance for comment.
- 5. PUBLIC COMMENTS:** none

6. CORRESPONDENCE: none

7. DIRECTOR'S REPORT:

- Ellen O'Keefe reported that the draft of the audit has been received and is awaiting Cathy Osborn's signature for release of the final report.
- The Library is still waiting for reimbursement for COVID-19 purchases from the CARES Act.
- The Per Capita State Aid check totaling \$6,366 has been received.
- Mary Kruffy will be retiring on December 31, 2021. Ellen has interviewed a couple of applicants and met with a very promising candidate that afternoon.
- Ellen is planning to host a Staff Party in the Library on December 7 after the building closes. The Friends are contributing half of the cost and she would like to request half from the Board.
- At the staff meeting held on November 2, Ellen explained what a First Amendment Audit is and reminded staff to be aware that anyone can record anything in a public area but not in a private area. Staff was asked for input on the facilities portion of the Strategic Plan and Ellen will forward the comments to Christa Folco. Other topics discussed were dealing with difficult patrons who refuse to comply with mask wearing and procedures for book challenges.
- Carpet cleaning was done on October 29 and looks nice.
- The acrylic shields installed around the Reference and Children's service desks are no longer needed and will be taken down by Brian. Communication with patrons has been difficult with this barrier, yet a section will remain at the Circulation Desk to prevent patrons from leaning into the workers' area. A conversation with Jeff Schlecht and an article in *The New York Times* supports this step in returning to "normal."
- Kathleen Walter reported that it is possible that mask requirements in the schools will be suspended in January. Ellen wishes to revisit this issue as it pertains to mask use in the Library after the holidays. Amy Martin indicated that suspension of the Borough requirement to mask in all Borough buildings has not been discussed.
- Ellen reported that the Fall Harvest Festival coordinated by three staff members and held on October 16 was well attended and served as a great morale booster.
- The 2022 BCCLS Budget passed and reflects a 4% increase. eBCCLS spending was severely cut and this expense has become a very divisive

issue among the member libraries. The billing formula will be revisited once again to attempt greater equity.

- Ellen thanked the Board for allowing her the opportunity to serve on the BCCLS Executive Board and her last meeting will be November 22.

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

Kathleen Walter moved to pay the November Bills as presented. Second: Lisa Tomaselli. Motion carried. Matt Jacobs signed the checks; the bill for carpet cleaning appears this month; and Brian's annual clothing allowance.

Christa Folco moved to accept the Treasurer's Report as distributed. Second: Kathleen Walter. Motion carried. Dan Lesso reported that the transfer of funds from Connect One Bank to Blue Foundry Bank was completed. He was able to accomplish this with a single signature for withdrawal and had the letter indicating the Board's approval for opening the new account. Signatures from Kathleen Walter, Matt Jacobs, and Cathy Osborn are needed on the new Blue Foundry account. The CD that is currently held at Columbia Bank and matures on December 7 will be moved to the Glen Rock Savings Bank.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Joyce Stein held up one of the new tote bags that have been received from the vendor. Donors who contribute \$100 will receive a bag.
- Luisa Billingsly, a sophomore at Glen Rock High School will take over the Friends' social media posts and introduce new platforms to reach a larger audience.
- Joyce reported that Village Marketing has been hired to develop a Friends' website. Links to all the Friends activities, sign-ups and information about Library activities will be included.

10. FOR INFORMATION: The Trustees' check in with the State Library is scheduled for November 18.

11. FOR DISCUSSION:

- a. 2022 Proposed Budget: Ellen O'Keefe noted that the BCCLS line is a bit high since the BCCLS bill has not yet been received; GLRK has traditionally prepaid the entire amount in December; this budget is designed to provide the same level of service for 2022 and will only be possible with the inclusion of the \$30,512 carryover; difficult decisions will be necessary in 2023 without additional funding. Amy Martin requested a date with Ellen to meet about this budget.

- b. Nominating Committee: Cathy Osborn indicated the need to have this committee in place before the December meeting. Christa Folco will chair the committee and Kathleen Walter will assist. Terms for Cathy Osborn and Jeff Schlecht end on 12/31/2021 and Cathy announced that she will not seek reappointment.
- c. Ellen O'Keefe indicated that it is time to consider the return of in-person programming although there is not a lot of space in which to do this. Jeff Schlecht has confirmed to Ellen that the lower level is not properly ventilated to be a viable option. Ellen is amenable to using the main room for programming as she coordinates all the adult offerings. The Children's Librarian is not comfortable with in-person story time because this preschool group is not yet eligible for vaccination. The consensus was to revisit in-person programming in early 2022.

12. FOR ACTION:

- a. Resolution authorizing Sick Time Balance to Mary Kruyff: Cathy Osborn read the following and took a roll call of the votes.

R E S O L U T I O N

**Borough of Glen Rock
GLEN ROCK PUBLIC LIBRARY
315 Rock Road
Glen Rock, NJ**

**Resolution # 2021-08
2021**

Date: November 11,

Whereas the Full Time Business Manager, Mary Ellen Kruyff, has resigned from her position with a final date of employment as December 31, 2021,

Whereas Ms. Kruyff is entitled to an unused sick leave payout,

Be it further resolved, that a sick leave payout of \$1,836.76 is authorized to be paid to Ms. Kruyff.

Be it further resolved, that the Library Director shall keep a copy of this Resolution on file and available for inspection in the Director's Office of the Glen Rock Public Library.

I hereby certify that this Resolution consisting of 2 pages was adopted at a meeting of the Library Board of Trustees, Borough of Glen Rock this 11th day of November, 2021

Catherine Osborn

Kathleen Walter

President, Library Board of Trustees

Secretary, Library Board of Trustees

Resolution: 2021-08

Date: 11-11-2021

Name	Motion	Second	Yes	No	Abstain	Absent
Osborn			X			
Jacobs						X
Walter	X		X			
Lesso		X	X			
Feinmark			X			
Folco			X			
Schlecht						X
Mayor or Alternate			X			
Superintendent or Alternate			X			

Vote total: 7 yes, 0 no, 0 abstentions. Motion carried.

- b. Christa Folco moved to authorize an expenditure of \$250 for a Staff Holiday Party. Second: Lisa Tomaselli. Motion carried.
- c. Lisa Tomaselli moved to accept the preliminary draft of the 2022 Library budget as presented (the final budget will be voted upon in December). Second: Dan Lesso. Motion carried.

13. COMMITTEE REPORTS:

- a. Finance: previously covered.
- b. Personnel: Kathleen Walter reported that Mary Kruffy is retiring after 12 years of service. Cathy Osborn will collect donations from Board members to

purchase a Home Depot gift card and Kathleen will obtain a greeting card and sign it on behalf of the Board.

c. Buildings and Grounds: Ellen reported that no information has been received about the grant.

d. Planning: no report

e. Technology: no report

f. Ad Hoc:

i. Strategic Plan: Christa Folco will meet with the Friends and Ellen to receive staff feedback about facilities.

ii. Centennial Committee: Cathy Osborn indicated the need to start meeting since the tote bags have been received and will reach out to committee members for consensus on dates. Committee members include Christa, Kathleen, Georgene and Kay (Historical Society).

14. OLD BUSINESS: none

15. NEW BUSINESS: none

16. ADJOURNMENT: Lisa Tomaselli moved to adjourn the meeting at 8:48 p.m.
Second: Kathleen Walter. Motion carried. The next meeting is scheduled for Thursday, December 9 at 7:30 p.m.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary