

**Glen Rock Public Library
Board of Trustees Meeting Minutes
November 12, 2020**

1. Call to Order:The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, November 12, 2020 at 7:37 PM via Zoom platform.

Present:

Cathy Osborn, President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Teresa Gilbreath, Borough Liaison
Lisa Tomaselli, Superintendent's Liaison
Rachel Feinmark, Trustee
Christa Folco, 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
Kaitlyn Lawler, Recording Secretary

2. Adequate Notice of Meeting:The date, time, and access to this meeting has been advertised, posted on the Borough and Library websites, as well as at the main entrance of the library. A link with virtual access has been provided to the public as well as instructions for public participation. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.
3. Minutes of Regular October 8, 2020 Meeting: Motion to approve the Minutes from October 8, 2020 meeting by Teresa. Second by Kathleen. Motion passed.
4. Welcome to visitors with instructions on when to address the Board: Welcome to Kristen.
5. Public Comments: Kristen inquired about submitting a question to the Board ahead of meetings. Cathy stated this is unnecessary if able to attend.
6. Correspondence: Kathleen dropped off cards to the Library for trustees to sign for employee retirees. Board members were encouraged to pick up audit reports at the library.
7. Director's Report: Ellen spoke. Unfortunately, the Library's Construction Bond Grant application has been denied. No explanation provided by the State (standard procedure). The Library will be able to reapply January 2021. The Capital Campaign members and staff have been notified. Teresa stated she will notify the Mayor and Council.

The Library's Saturday hours from 10AM-2PM have been successful since opening 10/31. Due to limited staff availability, the Library will be closed December 26th.

The Library was closed 10/19-10/21 due to a plumbing issue. The Annex Room, directly beneath, has suffered ceiling tile damage. Additionally, a desk and all book sale items in that room were disposed of. The service call totaled \$2,266.61. The Library parking lot was patched by the Glen Rock DPW. The Library appreciates the DPW's assistance.

Ellen and Cathy to follow up with trustee training among Board members.

The Community Read event held 10/29 in conjunction with CRAN via Zoom was successful. The Library hosted Attorney General Gurbir Grewal. 144 participants joined.

8. November Treasurer's Report & Bills to Be Paid:

- a. Motion to accept the Treasurer's Report by Lisa. Second by Kathleen. Motion approved.
- b. Motion to pay November bills by Christa. Second by Jeff. Motion approved.

9. Report from the Friends of the Library: Georgene spoke. The grab & go book sale had a successful first day. The entire young adult section has been purchased. Ellen will allow the book sale to continue without Friends members present with assistance provided by Library staff. Children's books exclusively are for sale. The remaining inventory of adult books for sale will be released to BookKart.

The art gallery has a new curator, Kate Park. The 2021 Borough Calendar will feature art by artists of Glen Rock. The artwork for the calendar is being curated by the arts council. A reception for the artists is anticipated for fall 2021.

The Friends amended a by-law which split the position of President into two co-chairs. Georgene will be stepping down as President in January. The Board will miss Georgene.

Georgene suggested a Zoom retelling of *The Nutcracker* available to Glen Rock residents. The Zoom will be hosted by "Listening with LaGruth," including a reading of the story, music, and a ballet performance for the upcoming holiday season.

10. For Information: Teresa cautioned of rising numbers of positive cases of COVID-19 in the Borough. Cathy stated at this time there is no change in the number of limited indoor occupancy. Ellen stated that due to Governor Murphy's Executive Order 192, the Library cannot ask for medical documentation from a guest refusing to wear a mask nor refuse service for not wearing a mask inside the Library. Cathy reiterated that there are no contact tracing procedures in the Library. Kristen stated that doorkick is not an issue. However, computer use is concerning due to the prolonged amount of time in the Library. Ellen prepared a plan in the case of a patron who refuses to wear a mask and enters the Library with the intent to use a computer. This patron would be isolated on a Chromebook within the Library.

11. For Discussion:

- a. 2021 Proposed Budget: Ellen spoke. Review of documentation provided and discussion. The Library is expecting a positive variance for 2020 due to furloughed employees during the pandemic. The Library is seeking a resolution to allot extra funds to the Capital Reserve Fund. The budget forecast is projected to resume regular working hours by April 1, 2021 (this is currently undecided). The Finance Committee is to reconvene to discuss the budget and allocation of remaining funds.
- b. Nominating Committee: Christa will chair the Nominating Committee. 1-2 additional trustees asked to join. Jeff volunteered. There are not any trustee terms ending this year. Cathy encouraged the Committee to review the by-laws for proper procedure.

12. For Action:

- a. Transfer of Funds Resolution: Resolution tabled until December 2020 meeting by Cathy. The Finance Committee will schedule to meet again. Ellen restated the funds in question are those allocated to the Library based off of the 1/3 of a Mill.

13. Committee Reports:

- a. Finance: Discussed in previous sections, For Discussion & For Action.
- b. Personnel: Kathleen spoke. The end of the year evaluation of the Library Director, Ellen, to be completed. In addition, goals for 2021 to be reviewed. Kathleen to follow up via email within a week.
- c. Building & Grounds: Discussed in Director's Report.
- d. Planning: N/A
- e. Technology: N/A
- f. Ad Hoc: Capital Campaign on hold.

14. Old Business: The Strategic Planning Committee is paused. Cathy will reach out to Vicki for surveys. Cathy stated that the three October trustee training videos are available. Additional upcoming training dates are 11/17 and 11/19.

15. New Business: N/A

16. Adjournment: Motion to adjourn by Kathleen. Second by Jeff. Meeting adjourned at 9:22 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary