

**MINUTES OF THE REGULAR MEETING OF THE
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 9, 2023 at 7:00 pm**

1. **CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:08 pm in the Library.

Board Members:

President: Rachel Feinmark	present
Vice-President: Matt Jacobs	absent
Treasurer: Dan Lesso	absent
Secretary: Kathleen Walter	present
Mayor's Alternate: Jill Orlich	present
Superintendent's Alternate: Jamie Britton	present
Trustee: Christa Folco	absent
Trustee: Jeff Schlecht	absent
Trustee: Maggie Jacoby	present

Ex-Officio Members:

Director: Brianne Colombo	present
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Others:

Recording Secretary: Catherine Dodwell	present
Business Manager: Kathy Simmons Collins	present

Public

Friends of the Library Pres: Ludmila Golad	present
Friends of the Library VP: Mark Golad	present

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:** Kathleen Walter moved to accept the Minutes of the October 19, 2023 Regular Meeting as distributed. Second: Jamie Britton. Motion carried.
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:** none

7. **DIRECTOR'S REPORT:**

- **Gifts and Grants:** Brianne Colombo added this category to her report as requested at the October meeting; she met with Jill Orlich, Lenora Benjamin, Catherine Kapura, and Rob Esposito on November 2 to discuss the application for the Bergen County Community Development grant for the elevator project.
- **Circulation & Collections:** Brianne added this category to summarize the department head reports that were previously distributed as part of the Board packet: Theresa Sarracino, Head of Circulation & Adult Services is working with staff on the various series found in the collection; weeding, correcting linking errors, and general maintenance is ongoing; the Children's Department is weeding the fiction collection to make way for new books. Brianne reported the theft of 60 Nintendo Switch video games that occurred between September and October; discussion followed about filing a police report and making a public announcement; the pros and cons of each action were evaluated; the entire video game collection was moved to a visible location near the circulation desk. Statistics for the Museum Passes and Library of Things were reported.
- **Displays:** Tiny Brownstone Ceramics and the artwork of Chrisopher Weyant are featured in various display cases; floral still lifes in acrylics by Kristin Marchesiello are featured in the Gallery.
- **Facilities:** Brianne reported the service contract on the public copier will be expiring at the end of the year; she has scheduled a meeting with the representative to discuss this contract and to investigate the change to centralized printing. The Garden Club completed a fall cleanup and plantings on November 4 in the fountain area of the patio; they will return on November 25 to install holiday decorations; their work and their 100th Anniversary are being honored on the Library's social media; a member volunteered to refinish the patio benches as his winter project. The Library had a delayed opening on October 23 to fix the outstanding maintenance needed on the valves along the main line of the sprinkler system; the shutoff valve was also relocated to eliminate the need for a total building water shutoff in the future; the whole system was winterized on October 24.
- **Finance:** Brianne announced that she and Kathy Simmons Collins are reviewing the 2023 budget to develop an accurate draft of the 2024 budget; the BCCLS budget was approved as presented in October: Glen Rock's bill will be \$50,108.24.
- **Outreach:** the Children's Department hosted two kindergarten classes from Byrd School for an introduction to the Library which included 8 adults and 35 children; Libby Norris and Brianne attended the Trunk-or-Treat event sponsored by the Borough and the Glen Rock Women in Community Service

organization on October 29 to distribute approximately 300 books; the Children's Department is working with the Friends of the Library and Merve's Kitchen to present a cookie decorating fundraiser on December 4th. Kristen Rasczyk participated in the Wellness Fair at Glen Rock High School and distributed a teen brochure highlighting the resources, services, and books on mental health that are available at the Library along with giveaways of bookmarks, stickers, and tiny art cards.

- **Personnel:** Brianne reported that she attended the New Director Orientation on November 1 at the Bergenfield Library; a staff meeting is scheduled for November 14.
- **Programs:** Brianne shared the adult programming statistics for October: 33 attended the 5 scheduled programs.
- **Public Relations:** Brianne reported press and social media coverage of Library events with hyperlinks for retrieval; her expectation is greater engagement with the public through social media.

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

- The November Treasurer's Report will be distributed in December.
- Kathleen Walter moved to pay the November bills as presented. Second: Maggie Jacoby. Motion carried.
- Brianne Colombo reported the Library does not have a separate checking account for capital expenses; a capital plan should be developed with a realistic goal of three years, but could project five or ten years; the Finance Committee of Dan Lesso, Rachel Feinmark, and Brianne Colombo will meet to review bank accounts and the 2024 proposed budget.

9. REPORT FROM THE FRIENDS OF THE LIBRARY:

- Ludmila Golad reported the November 4th Wine Tasting provided great visibility for the Library; Brianne Colombo was extremely helpful with promoting this fundraiser, moving furniture, assisting with the set-up and clean up; the vendors did a great job; the event attracted 64 attendees.
- Ludmila reported that Brianne shared her Block Grant wish list for 2024 and it will be presented at the next Friends' general meeting; allocations for teen, adult, and children's programs were broken out; details of the cookie decorating fundraiser have been posted to the website.
- Ludmila announced that in preparation for the 2024 Readathon; Jamie Britton will present the school librarians' input to the Friends with an emphasis on eliminating the inter-school competition and leveling the playing field for all participants; this is one of the biggest fundraisers.

10. FOR DISCUSSION: Jill Orlich conveyed the Mayor's interest in knowing if the Board members whose terms are expiring are interested in being reappointed; Dan Lesso, Maggie Jacoby and Christa Folco's current terms end in December 2023.

11. FOR ACTION:

- a. Kathleen Walter moved to amend the 2024 Library Closings to include Election Day (Presidential, as per contract) on November 5. Second: Maggie Jacoby. Motion carried.

12. COMMITTEE REPORTS:

- a. Finance: no report
- b. Personnel: Kathleen Walter announced that the current Union contract will end in December 2024; Kathleen's suggestion is that the next round of negotiations be opened before the expiration of the current contract to avoid the calculation and issuing of retroactive pay.
- c. Buildings and Grounds: no report
- d. Planning: no report
- e. Technology: no report
- f. Ad Hoc: no report

13. UNFINISHED BUSINESS:

- a. Capital Campaign: Brianne Colombo suggested that a construction committee be formed to plan for the elevator installation; this first step should be a boost for the capital campaign; Kathleen Walter requested the timeline for the entire project; a visual presentation detailing the step by step progression of these improvements should excite the public.

14. NEW BUSINESS: Rachel Feinmark asked the Board about returning to a 7:30 pm start time for meetings or continuing the current 7 pm. Discussion ensued but no decision was made.

15. ADJOURNMENT: Kathleen Walter moved to adjourn the meeting at 8:27 p.m. Second: Maggie Jacoby. Motion carried. The next meeting is scheduled for Thursday, December 14th at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell
Recording Secretary

Rachel Feinmark
Board President