

Glen Rock Public Library
Board of Trustees Virtual Meeting Minutes-Amended
January 14, 2021

1. Call to Order:The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, January 14, 2021 at 7:33 PM via Zoom platform.

Present:

Cathy Osborn, President
Matt Jacobs, Vice-President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Rachel Feinmark, Trustee
Christa Folco, Trustee
Mayor Kristine Moreiko
Lisa Tomaselli, Superintendent's Alternate

Also Present:

Ellen O'Keefe, Library Director
Georgene Betterbed, Friends of the Library Representative

Public:

Teresa Gilbreath, Mayor's Alternate
Amy Martin, Council Member
Kaitlyn Lawler, Recording Secretary
Kristen Breen

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 the December 10, 2020 Regular Meeting: Motion to approve Minutes from the December 10, 2020 meeting by Teresa. Second by Kathleen. Motion approved.
4. Welcome to visitors with instructions on when to address the Board: Welcome to Mayor Kristine Moreiko, Amy Martin, incoming Mayor's Alternate and Kristen Breen.
5. Public Comments: N/A
6. Correspondence: Two thank-you cards were received by the Board from Ellen & Mary, Business Manager.
7. Director's Report: Ellen spoke. Limited staffing can make exclusive doorside service a bit difficult. The reduced browsing time of 15 minutes is working well. There are no computers available but printing services are available.
The ALA Grant has been announced. The Library should receive a \$3000 check by the end of the month.

The Library experienced 68% circulation in 2020 as compared to 2019 even though it was open for 50% of its usual hours. 85% for the fourth quarter. A substantial increase in e-circulation statistics.

The link for financial disclosures for Board members to complete is released by Jackie Scalia, Borough Clerk.

8. Treasurer's Report/January Bills to Be Paid:
 - a. Motion to accept Treasurer's Report by Lisa. Second by Christa. Motion approved.
 - b. Motion to pay January Bills by Kathleen. Second by Rachel. Motion passed.

9. Report from the Friends of the Library: Georgene spoke. Georgene officially resigned as President of the Friends Monday, 1/11. The President role now falls to two Co-Chairs. The Friends are working on membership initiatives, for example, utilizing social media. The 2020 Read-a-thon certificates and medals have been issued. The Friends will work on a date of presentation with the Mayor & Council. The 2021 Read-a-thon will be done online. \$7500 has been raised so far using PayPal. Book Cart is coming next week to finish their selections. Georgene suggested donating the hardcover books left over from the book sale to a library in need having their own book sale. Newly elected officers are Joyce Stein and Ludmilla Golad, Co-Chairs; Mark Golad, Interim Secretary; and Paul Natalizio, Treasurer.

10. For Information:
 - a. Library's Centennial: Cathy spoke. The Library was founded in 1922. An Ad Hoc Committee will be formed to plan the 2022 Centennial celebration.

11. For Discussion:
 - a. Paid Sick Leave for COVID-Positive Employees: Kathleen spoke. The 2020 Families First Coronavirus Response Act expired 12/31/20. Current federal legislation allows the employer to voluntarily offer 10 days of sick-leave pay due to COVID-19. The Library will follow the Borough's lead on continuing policies to protect employees and patrons up until 3/31/21.
 - b. Salary Increases for Confidential/Full-Time Employees: At 8:03 PM Kathleen made a motion to move into closed session. Second by Teresa. Closed session began. Regular session returned at 8:11 PM.

12. For Action:
 - a. Approve 2021 Glen Rock Library Budget: Ellen spoke. The Finance Committee made some adjustments with a projected date of 4/15/21 of fully open Library services. Discussion of budget among Board members. Motion to accept as presented by Dan. Second by Christa. Motion passed.
 - b. New Jersey Library Trustees Association Membership Renewal: Motion by Matt to renew the NJ Library Trustees Association Membership & pay renewal fee of \$20. Second by Lisa. Motion approved.
 - c. BCCLS Bylaws Certification Agreement: Read by Cathy to the Board. Ellen confirmed compliance. Motion to approve certification by Rachel. Second by Christa. Motion passed.

- d. Resolutions: Annual contract & policy renewals read by Cathy to the Board.
 - i. Eastwood, Scandariato & Steinberg: Motion to approve Resolution 2021-01 by Kathleen. Second by Matt. Motion approved.
 - ii. Baker & Taylor: Motion to pass Resolution 2021-02 by Lisa. Second by Mayor Moreiko. Motion passed.
 - iii. Lerch, Vinci, & Higgins, LLP: Motion to approve Resolution 2021-03 by Matt. Second by Kathleen. Motion approved.
 - iv. Payment of Bills When Lacking Quorum: Motion to pass Resolution 2021-04 by Kathleen. Second by Lisa. Motion passed.
 - v. Salary Increases for Confidential/ Full-Time Employees: Motion to approve Resolution 2021-05 of 2.5% salary increases for Library Director, Ellen O'Keefe, Business Manager; Mary Kruff; and Head of Circulation, Theresa Sarracino for 2021 by Matt. Second by Dan. Motion passed.

13. Committee Reports:

- a. Finance: N/A
- b. Personnel: Kathleen advised that 2021 is a negotiation year for employee contract renewals. A committee will be formed moving forward.
- c. Building & Grounds: Matt & Ellen spoke. The Library will have free tree trimming done by PSE&G. There is a new fridge in the Library.
- d. Planning: N/A
- e. Technology: N/A
- f. Ad Hoc: Cathy spoke. The Strategic Planning Committee, which consists of Cathy, Christa, Kathleen, & Rachel, will schedule a meeting in February. There is a BCCLS webinar available 2/4 from 7-9 PM.

14. Old Business: N/A

15. New Business: Georgene spoke about the 2022 Centennial celebration plans. Georgene is reviewing Library minute books to see what was done in the past for the 50th anniversary. Georgene mentioned next year is also the Glen Rock Savings Bank Centennial. Suggested 100th year membership card. An Ad Hoc Committee to be formed.

16. Adjournment of January Board Meeting: Motion to adjourn January meeting by Kathleen. Second by Lisa. Meeting adjourned at 8:47 PM.

17. Reorganization Meeting: Call to Order at 8:48 PM by Cathy. Christa spoke. The slate of officers for 2021 remains unchanged from 2020. Without any opposition, the Board Secretary, Kathleen, cast a single vote on behalf of the Board.

a. Officers of the Board for 2021:

Cathy Osborn, President
Matt Jacobs, Vice-President
Dan Lesso, Treasurer
Kathleen Walter, Secretary

18. Adjournment of Reorganization Meeting: Motion to adjourn reorganization meeting by Matt. Second by Lisa. Meeting adjourned at 8:53 PM.
19. Reopen January Board Meeting: Call to Order by Cathy at 8:54 PM. Mayor Moreiko swore-in Amy Martin as the 2021 Mayor's Alternate. In addition, Mayor Moreiko swore-in Lisa Tomaselli as the Superintendent's Alternate for 2021.

Review of Committee Members for 2021:

- a. Finance: Dan & Rachel
- b. Personnel: Kathleen & Amy
- c. Building & Grounds: Jeff & Matt
- d. Planning: Christa & Lisa
- e. Technology: Matt, Dan, & Jeff
- f. Capital Campaign: Cathy, Amy, Georgene & Donna
- g. Ad Hoc: Christa & Rachel

The Board and Ellen thanked Teresa for her service to the Library as the 2020 Mayor's Alternate.

20. Designation of Funds Resolution: Motion to pass verbal resolution by Dan on behalf of the Finance Committee as follows:
"I move to designate Blue Foundry Bank, Columbia Savings Bank, Glen Rock Savings Bank, and ConnectOne Bank, as official depositories of the Glen Rock Public Library and that funds of the GRPL deposited in said banks be subject to withdrawal upon checks or other orders for the payment of money when signed on behalf of the GRPL by any two designated trustees, to wit: President: Catherine Osborn, Vice President: Mathew Jacobs, Treasurer: Daniel Lesso, and Secretary: Kathleen Walter." Second by Kathleen. Motion approved.
21. Set New Trustee Training Date(s): To be announced. Includes a presentation by Mary regarding the budget. Additionally, BCCLS and State Library requirements.
22. Adjournment: Motion to adjourn by Christa. Second by Lisa. Meeting adjourned at 9:02 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary