

Glen Rock Public Library
Board of Trustees Virtual Meeting Minutes-Amended
February 11, 2021

1. Call to Order: The meeting of the Board of Trustees of the Glen Rock Public Library was held on Thursday, February 11, 2021 at 7:34 PM via Zoom platform.

Present:

Matt Jacobs, Acting President/ Vice-President
Dan Lesso, Treasurer
Kathleen Walter, Secretary
Rachel Feinmark, Trustee
Amy Martin, Mayor's Alternate
Lisa Tomaselli, Superintendent's Alternate

Also Present:

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

Public:

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 the January 14, 2021 Regular Meeting: Motion to approve the Minutes of the January 14, 2021 meeting by Kathleen. Second by Lisa. Motion approved.
4. Welcome to visitors with instructions on when to address the Board: Welcome to Joyce from the Friends of the Library.
5. Public Comments: N/A
6. Correspondence: N/A
7. Director's Report: Ellen spoke. Library employees are fighting to be "1B" status for the COVID vaccine. Danielle, the Children's Librarian, was recognized by the NJLA newsletter for her creative diverse reading guide. CRAN is in touch with the Friends of the Library for the Read-a-thon. The NJ State Library CARES Grant funding has been applied to: a subscription with Brainfuse online tutoring through 6/15; "Remote Assist" to help patrons; and a live chat box for patrons on the library website. The Trustee State Financial Disclosure form link will be distributed by the Borough. The deadline is 4/30.
8. Treasurer's Report/ February Bills to Be Paid:
 - a. Motion to accept Treasurer's Report by Kathleen. Second by Matt. Motion approved.

- i. Motion by Dan to take a distribution of \$10,620.62 to pay back the expenses spent on 2020 sick time payout. Second by Kathleen. Motion passed.
 - b. Motion to pay February Bills by Kathleen. Second by Matt. Motion approved.
9. Report from the Friends of the Library: Joyce spoke. The 2021 Read-a-thon will begin in March. The Friends are partnering with CRAN & Danielle's reading list has been included. The 2020 Book Sale is mostly wrapped up. Book Cart will be sending the library a check about twice a month from sales. The remaining children's books will be donated to children in need. The downstairs of the library is almost all cleaned out. Increasing Friends membership is a priority. Since there will not be a book sale in 2021, the Friends are coming up with other fundraising ideas.
10. For Information: N/A
11. For Discussion:
 - a. Online survey questions: Trustee to assist Ellen with development: Ellen & Matt spoke. At the most recent Friends' meeting a suggestion was presented to send out a survey to increase community engagement. Open-ended questions were discussed. Kathleen to confer with Ellen about utilizing social media for responses.
12. For Action:
 - a. Resolution: add Ingram Content Group as vendor: Motion to approve Resolution 2021-06 by Lisa. Second by Dan. Motion passed.
 - b. Approve the "All Other Budget": Ellen spoke. The "All Other Budget" refers to expenses outside the 1/3 mil Library budget passed at the 1/14/21 meeting. These numbers fluctuate. For example, anticipated revenue and donations. Motion to approve by Dan. Second by Kathleen. Motion approved.
 - c. Approve annual membership of \$20 per trustee for the NJ Library Trustee Association: Ellen spoke. Motion to pay the \$20/ Trustee NJLA annual membership fee for the Board members by Dan. Second by Kathleen. Motion passed.
13. Committee Reports:
 - a. Finance: "All Other Budget": Discussed under "Action".
 - b. Personnel: N/A
 - c. Building & Grounds: Ellen spoke. Brian, the Library's Custodian, & the Glen Rock DPW have been working well together to manage the snow. A purchase of stakes was made to help establish plowing boundaries.
 - d. Planning: N/A
 - e. Technology: Ellen spoke. Anticipated BCCLS updates in April.
 - f. Ad Hoc: N/A
14. Old Business: N/A

15. New Business: Ellen received an email from an employee originally from the Glen Rock Board of Education referring to an updated quarantine guideline if close contact with a COVID-19 person has occurred. The Board is not changing its current guidelines. Ellen is waiting for clarification from the Borough in regards to its change of voluntary travel policy. A recent memo from Lenora Benjamin referred to a 10 day quarantine as opposed to the original 14 day policy set last June.

16. Adjournment: Motion to adjourn by Kathleen. Second by Lisa. Meeting ended at 8:24 PM.

Respectfully submitted by
Kaitlyn Lawler
Recording Secretary