

**Glen Ridge Public Library**  
**Board of Trustees Meeting Minutes**  
 1<sup>st</sup> floor Conference Room, Glen Ridge Library  
 January 10, 2024

**PUBLIC SESSION**

Bernice Bonnett called the meeting to order at 7:30 pm. She referenced the following statement from the agenda: “Adequate notice of the date and time of this meeting has been given in accordance with the Open Public Meeting Act. Notice has been transmitted to the Glen Ridge Paper and the Glen Ridge Voice and has been posted in the Glen Ridge Municipal Building and the Glen Ridge Public Library. A list of meeting dates for the Glen Ridge Free Public Library Board of Trustees is also on file with the Glen Ridge Borough Clerk.”

**Swearing in of New Trustees**

J. Edward Kastenmeier and Marilyn Law were sworn in as the new members of the Glen Ridge Library Board of Trustees, replacing Carol Harpster and Harry Rush.

**Roll Call:**

P	Bernice Bonnett	P	Deanna Pagano
P	Geoffrey Darby	P	Tina Payne
P	Edward Kastenmeier	A	Damein Phoenix
P	Marilyn Law	P	Jeanna Velechko
P	David Lefkovits	P	Tina Doody

*Pledge of Allegiance*

**Election of 2024 Officers:**

Jeanna Velechko presented the following slate of candidates for 2024 on behalf of the nominating committee:

- President – Bernice Bonnett
- Vice President – Geoffrey Darby
- Treasurer – David Lefkovits
- Secretary – Deanna Pagano

**A motion to approve the slate of candidates was made by David Lefkovits and seconded by Edward Kastenmeier. There were 8 Ayes approving the recommendation.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	--	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

**Correspondence:**

None.

**Public Comment:**

Gordon Leavitt, President of the Friends of the Glen Ridge Library, highlighted the success of the annual public appeal. He also shared information on the Kenny Garrett SOPAC alto saxophone concert on March 2<sup>nd</sup> which the Friends is co-sponsoring with the Kiwanis Club. Mr. Garrett is a Glen Ridge resident. Gordon Leavitt reported on the success of the new pick-up lockers, and that at times the lockers have been near-filled. The Friends is exploring the addition of another set of lockers, at an estimated cost of \$11K, from the concert proceeds.

**Minutes:**

**A motion to approve the December 13, 2023 Meeting Minutes was made by David Lefkovits and seconded by Tina Payne. There were 6 Ayes approving the minutes.**

Aye	Bernice Bonnett	Abstain	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Abstain	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

**A motion to approve the December 23, 2023 Special Meeting Minutes was made by Geoffrey Darby and seconded by David Lefkovits. There were 5 Ayes approving the minutes.**

Aye	Bernice Bonnett	Abstain	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Abstain	Edward Kastenmeier	Abstain	Deanna Pagano	Aye	Jeanna Velechko

**Committee Reports:**

*Finance*

**After review, a motion to approve the December 2023 Bills List (attached), was made by David Lefkovits and seconded by Edward Kastenmeier. All voted in favor and the motion passed.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

The Bills list for December was reviewed. The Treasurer noted the sizable GJG Construction expense as well as the start of the Mango language subscription.

**After review, a motion was made by David Lefkovits to accept the December Treasurer's Report (attached). It was seconded by Deanna Pagano. All voted in favor and the motion passed.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

David Lefkovits commented that expenses were at 95% of budget for the year driven by salary and wages at 94%. Almost all categories of expenses were below forecast. Material expenses came in at 90%; some of this was due to the inability to spend because of construction space constraints. Note that the Children’s department exceeded their material budget slightly. The gifts and donations line item was 50% more than anticipated. The unspent allocation will be recoverable in 2024.

The Director reported that the first test transfer of \$10K to the Cash Management Fund was successful.

*Personnel*

Jeanna Velechko updated the Board that the Director’s yearly goals will be available for the February meeting.

*Technology*

Tina Marie Doody reported that the Verizon wi-fi contract has been sunset. The staff continues to praise the strength of the new BCCLS wi-fi service.

*Building and Grounds*

The Director reported that the new Chiller was installed on December 29<sup>th</sup>. A crane was required for the process. Estimates for connecting the new Chiller are higher than anticipated; the Director is exploring if the town will cover associated costs.

Construction is in the final approval stages and is coming in under budget. With the surplus, Tina Marie Doody is exploring a noise-blocking curtain around the young adult area. The bathroom failed inspection due to an inoperable fan; the water fountain is up-and-running. The library has been closed only two days during construction. A portion of the furniture will be delivered in February with the balance in March; the grand opening is anticipated for early April.

*Marketing*

The Marketing Committee will be scheduling an early February meeting.

**Director’s Report:**

The Director noted that the annual report is underway and will be included in the Borough’s annual report. The most popular fiction books of 2023 (in both print and eBook) were *Lessons in Chemistry* and *Tomorrow and Tomorrow and Tomorrow*. There were a total of 673 locker check-outs in December with a total of 5K for the year. (See attached for the full Director’s report).

**Friends of the Library**

The annual appeal for the Friends of the Library generated a total of \$17,839 against target donations of \$15,000. The Friends reorganization meeting will be held on Saturday, January 27<sup>th</sup> at 9:30AM at the library.

**Old Business:**

None.

**New Business:**

*2023 Meeting Dates*

**A motion to approve the new meeting dates (with the exception of moving the February meeting to Tuesday the 13th and the start time of the December meeting to 6pm) was made by Tina Payne and seconded by David Lefkovits. All voted in favor and the motion passed.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

*2024 Committees*

Bernice Bonnett let the trustees know that she would be sending an email with a Google form requesting trustees’ committee preferences and desire to chair any of the board committees. In addition to the standard committees, this year the committee solicitation will also include forming a strategic planning committee. The President may also assign a liaison to the Friends of the Library.

*Annual Certification of Agreement for BCCLS*

Tina Doody provided a brief background on this agreement which signifies the library’s intent to comply with BCCLS policies. The President signed the certification.

**A motion to approve the Annual Certification of Agreement for BCCLS was made by Geoffrey Darby and seconded by Bernice Bonnett. The motion passed unanimously.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

*Resolutions*

Eight resolutions were submitted for approval:

- o 2024-01 Library Purchasing
- o 2024-02 Retains Professional Services without Competitive Bidding
- o 2024-03 Appoints Auditors

- o 2024-04 Appoints Attorney
- o 2024-05 Designate Official Newspapers
- o 2024-06 Establishes Petty Cash Accounts
- o 2024-07 Designates Official Depositories
- o 2024-08 Authorizes Signatures on Checks

**A motion to approve the 8-resolution consent agenda was made by Deanna Pagano and seconded by David Lefkovits. The motion passed unanimously.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

*Approval of Grant Expenditures*

Four potential expenses against the Grant budget were reviewed and discussed:

1. Demco - YA area Signage - \$897.25
2. Construction Cleaning (3 vendors reviewed; JanPro selected) - \$1,999.00
3. SMS - Security Cameras: repair, replace, relocate - \$5,632.50
4. All Pro Audio & Video - AV Equipment for YA Area - \$12,870.80

**A motion to approve up to \$1K in signage expense against the Grant budget was made by Tina Payne and seconded by Marilyn Law. The motion passed unanimously.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

**A motion to approve spend of \$1,999 for JanPro Cleaning was made by Deanna Pagano and seconded by Marilyn Law. The motion passed unanimously.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

**A motion to approve spend of \$5,632.50 to SMS for Security Cameras was made by Marilyn Law and seconded by Edward Kastenmeier. The motion passed unanimously.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

**A motion to approve expense of up to \$14,000 to All Pro Audio & Video for a screen, projector and speakers was made by Geoffrey Darby and seconded by Deanna Pagano. The motion passed unanimously.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

It was decided to table the auditor selection until Klein's variable hourly rates and current client list can be secured.

*Other New Business*

**Public Comment:**

None.

**A motion to adjourn the meeting was made by Marilyn Law and seconded by Edward Kastenmeier at 9:09 pm. All voted Aye and the motion passed.**

Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
Aye	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Minutes respectfully submitted by  
Deanna Pagano, Secretary

**Next Meeting Date:** Tuesday, February 13th, 2024, at 7:30 in the 1<sup>st</sup> floor library conference room.

**Glen Ridge Public Library  
Bills List  
December 2023**

	<b>Date</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Split</b>	<b>Amount</b>
<b>Accounts Payable</b>					
	12/18/2023	Tina Marie Doody	Year End 2023 Appreciation Gift Approved by Board 12/13/23	Trustee Expense	500.00
	12/20/2023	Bank of America	Acct#x1897 December 20, 2023	-Split-	345.43
	12/21/2023	Fort Lee Public Library	Patron: Akash Shah 23063005185153 Book: The Hide & Seek Ghost 3917091452364	Materials:Lost & Paid	20.00
	12/21/2023	Deanna Pagano	Invoice 00492324 - Custom Paperweight Retirement Gift-Board Members	Trustee Expense	90.50
	12/21/2023	BCCLS	Invoice 7570 Account#789645863-00001 Invoice#4587340125 Dec 2023	Technology & Communications:Software/Hardware	83.00
	12/21/2023	Tina Marie Doody		Technology & Communications:Cell Phone	75.75
	12/21/2023	Cavendish Square Publishing, LLC	Account#1000141027 Invoice CAL3453551	Materials:Books:Children	204.44
	12/22/2023	Armpco	Invoice IN25698 - Contract#CT1868-01	-Split-	311.65
	12/29/2023	Baker & Taylor	Account L076505, Account L357616	-Split-	2,681.20
	12/29/2023	Linda Rovallino	Reimburse - Children Summer Reading Program	Programming:Summer Reading Program	143.91
	12/29/2023	David Lefkovits	Library Board of Trustees Dinner 12/13/23	Trustee Expense	657.63
	12/29/2023	Tina Marie Doody		-Split-	478.05
	12/29/2023	Ingram Library Services	Acct#20Y5883 Invoices December 2023	Materials:Books:Young Adult	475.11
	12/29/2023	SMS, LLC	Invoice142590, 142719 prep and installation of 3 smoke detectors	-Split-	1,367.50
	12/29/2023	Sydney Young	Reimburse - Children's program/events Payment Application 3: December 2023 Expenses	-Split-	226.08
	12/29/2023	GJG Construction & Consulting LLC	Balance remaining \$19,070.00 Account#: 755-678-814-00012	Other Miscellaneous Expenditure:Grant 2023	18,476.17
	12/29/2023	Verizon	Invoice December 28, 2023 December 2023 invoice#03301CO23443338 invoice#03301CP23465200	Technology & Communications:Software/Hardware	279.00
	12/29/2023	OverDrive		Materials:eContent	390.20
	12/29/2023	Amazon Capital Services	Invoice #1GNR-M4DX-MTCD December 10, 2023 Invoices 400057; 400288;401270	-Split-	1,422.24
	12/29/2023	AME INC.		-Split-	1,781.15
	12/29/2023	Kanopy Inc	Invoice #380077-PPU - December 2023	Materials:Kanopy	244.00
	12/29/2023	Borough of Glen Ridge	December 2023 Payroll & Benefits	-Split-	46,326.36
	12/29/2023	Essex County Library Directors	ECLD Membership Dues 2024 Invoices 3554725933, 3554251585, 3554455033;Invoice#3555574392	Professional Development:Dues	75.00
	12/29/2023	Staples Advantage	Account# NYC10192994	-Split-	422.63
	12/29/2023	Mango Languages	Mango Subscription - 11/1/23-10/31/24	Subscriptions:Electronic	1,150.00
	12/29/2023	Amazon Capital Services	Summer reading program 2023 Kyocera Copier lease Contract#450-0047467-000 Invoice#5028087623	Programming:Summer Reading Program	359.92
	12/29/2023	Wells Fargo		Contractual:Copy Machine	175.00
	12/29/2023	Bank of America		-Split-	494.17
	12/29/2023	Kathy Hunziker	Snacks French Club-Dec 2023	Programming:Juvenile	38.72
<b>Total for Accounts Payable</b>					<b>\$ 79,294.81</b>
<b>Contractual</b>					
<b>Copy Machine</b>					
	12/22/2023	Armpco	Overage charge for 11/22/23-12/21/23	Accounts Payable	249.15
	12/22/2023	Armpco	Base Rate for 11/22/23-12/21/23 Kyocera Copier lease Contract#450-0047467-000 Invoice#5028087623	Accounts Payable	62.50
	12/29/2023	Wells Fargo		Accounts Payable	175.00
<b>Total for Copy Machine</b>					<b>\$ 486.65</b>
<b>Total for Contractual</b>					<b>\$ 486.65</b>
<b>Facilities &amp; Maintenance</b>					

<b>Cleaning</b>					
<b>Supplies</b>					
	12/29/2023	Staples Advantage	Invoice#3555574392 paper towels for public restroom	Accounts Payable	72.22
	12/29/2023	Amazon Capital Services	Swiffers	Accounts Payable	28.88
	12/29/2023	Staples Advantage	Invoice#3554251585 Lysol & Clorox	Accounts Payable	105.79
<b>Total for Supplies</b>					<b>\$ 206.89</b>
<b>Total for Cleaning</b>					
<b>Maintenance &amp; Repair</b>					
	12/29/2023	AME INC.	invoice 401270 - Fan programming	Accounts Payable	362.50
	12/29/2023	AME INC.	invoice 400288-Sevice - Condensation Leak 3rd FL ceiling	Accounts Payable	1,111.31
	12/29/2023	AME INC.	Invoice 400057-Air Sensor & Chiller Alarm	Accounts Payable	307.34
<b>Total for Maintenance &amp; Repair</b>					<b>\$ 1,781.15</b>
<b>Office Supplies</b>					
	12/29/2023	Staples Advantage	Invoice#3554251585 tape, rubber bands, post its	Accounts Payable	35.21
	12/29/2023	Staples Advantage	Invoice 3554725933 Staff Calendars	Accounts Payable	147.78
	12/29/2023	Staples Advantage	Invoice#3554455033 cardstock x 2 pks	Accounts Payable	17.14
	12/29/2023	Amazon Capital Services	Tape, sharpies, erasers, mouse pads, cups, organizing, batteries, flag	Accounts Payable	151.60
<b>Total for Office Supplies</b>					<b>\$ 351.73</b>
<b>Copier Paper</b>					
	12/29/2023	Staples Advantage	Invoice#3554455033 copy paper x 2 boxes	Accounts Payable	44.49
<b>Total for Copier Paper</b>					<b>\$ 44.49</b>
<b>Total for Office Supplies with sub-accounts</b>					<b>\$ 396.22</b>
<b>Total for Facilities &amp; Maintenance</b>					<b>\$ 2,384.26</b>
<b>Materials</b>					
<b>Books</b>					
<b>Adult</b>					
	12/20/2023	Bank of America	Kindle transactions Account L0765505	Accounts Payable	67.92
	12/29/2023	Baker & Taylor	invoice#5018693568; 5018678394;501;	Accounts Payable	917.19
	12/29/2023	Amazon Capital Services	5018663467;5018673474 x 13	Accounts Payable	314.87
<b>Total for Adult</b>					<b>\$ 1,299.98</b>
<b>Children</b>					
	12/21/2023	Cavendish Square Publishing, LLC	Account#1000141027 Invoice CAL3453551	Accounts Payable	204.44
	12/29/2023	Sydney Young	Board Books - Marshalls Children's Books Account L357616	Accounts Payable	21.98
	12/29/2023	Baker & Taylor	invoice#5018659580;5018654139;5018654138;5018654140;5018654139;5018654137;5018654136;5018658989;5018658988; 5018675073;5018662514;5018662515;5018662512;5018662513;5018680136;5018676095;5018676098;5018676093; 5018676094;5018676096;5018676097;	Accounts Payable	1,764.01
<b>Total for Children</b>					<b>\$ 1,990.43</b>
<b>Young Adult</b>					
	12/29/2023	Ingram Library Services	Invoices December 2023- Invoice#:79130621;79173575;79302373;79561192;79591370;79591371;79655250;79672097	Accounts Payable	475.11
<b>Total for Young Adult</b>					<b>\$ 475.11</b>
<b>Total for Books</b>					<b>\$ 3,765.52</b>
<b>CD</b>					
	12/29/2023	Amazon Capital Services	x2	Accounts Payable	25.96
<b>Total for CD</b>					<b>\$ 25.96</b>
<b>DVD</b>					



	12/29/2023	Amazon Capital Services	Amazon Discount	Accounts Payable	-1.05
	12/29/2023	Amazon Capital Services	x7	Accounts Payable	136.80
<b>Total for DVD</b>					<u>136.80</u>
<b>eContent</b>					<b>\$ 135.75</b>
	12/29/2023	OverDrive	December 2023 invoice#03301CO23443338 invoice#03301CP23465200	Accounts Payable	390.20
<b>Total for eContent</b>					<u>390.20</u>
<b>Kanopy</b>					<b>\$ 390.20</b>
	12/29/2023	Kanopy Inc	Invoice #380077-PPU - December 2023	Accounts Payable	244.00
<b>Total for Kanopy</b>					<u>244.00</u>
<b>Library of Things</b>					<b>\$ 244.00</b>
	12/20/2023	Bank of America	Disney plus & Netflix	Accounts Payable	44.75
	12/29/2023	Amazon Capital Services	Kindle x 6	Accounts Payable	523.94
<b>Total for Library of Things</b>					<u>523.94</u>
<b>Lost &amp; Paid</b>					<b>\$ 568.69</b>
	12/21/2023	Fort Lee Public Library	Patron: Akash Shah 23063005185153Book: The Hide & Seek Ghost 3917091452364	Accounts Payable	20.00
<b>Total for Lost &amp; Paid</b>					<u>20.00</u>
<b>Total for Materials</b>					<b>\$ 5,150.12</b>
<b>Professional Development</b>					
<b>Dues</b>					
	12/29/2023	Essex County Library Directors	ECLD Membership Dues 2024	Accounts Payable	75.00
<b>Total for Dues</b>					<u>75.00</u>
<b>Staff Development</b>					
	12/29/2023	Bank of America	Whisk it All Bakery treats - Staff Dec 2023	Accounts Payable	194.17
	12/29/2023	Tina Marie Doody	Dessert Fruit - Staff lunch 10/19/23	Accounts Payable	92.39
	12/29/2023	Tina Marie Doody	12/20/23 Staff Lunch -Beyond Pita	Accounts Payable	221.15
<b>Total for Staff Development</b>					<u>221.15</u>
<b>Total for Professional Development</b>					<b>\$ 507.71</b>
<b>Programming</b>					
<b>Adult</b>					
	12/20/2023	Bank of America	Cook Book Club Holiday Meeting - Panzano Pizza	Accounts Payable	137.56
	12/29/2023	Tina Marie Doody	Supplies - Forks, Napkins, plates, vinegar,	Accounts Payable	80.56
	12/29/2023	Tina Marie Doody	BJs Thermoflask x2	Accounts Payable	21.99
	12/29/2023	Amazon Capital Services	Travel Items Gift basket	Accounts Payable	41.97
<b>Total for Adult</b>					<u>41.97</u>
<b>Juvenile</b>					<b>\$ 282.08</b>
	12/29/2023	Sydney Young	Supplies NYE Event	Accounts Payable	20.95
	12/29/2023	Sydney Young	Cheerios for programming	Accounts Payable	10.98
	12/29/2023	Sydney Young	Book Club Snacks	Accounts Payable	13.26
	12/29/2023	Kathy Hunziker	Snacks French Club-Dec 2023 Reimbursement	Accounts Payable	38.72
	12/29/2023	Sydney Young	East Side Mags Gift Card	Accounts Payable	15.00
<b>Total for Juvenile</b>					<u>15.00</u>
<b>Summer Reading Program</b>					<b>\$ 98.91</b>
	12/29/2023	Sydney Young	Squish Mallows 10 pk asstd x 3	Accounts Payable	143.91
	12/29/2023	Bank of America	Watchung Booksellers Gift Cards \$20x5; \$25 x 8	Accounts Payable	300.00
	12/29/2023	Amazon Capital Services	Squishmallows 10 pack x 8	Accounts Payable	359.92
	12/29/2023	Linda Rovalino	Squish Mallows 10 pk asstd x 3	Accounts Payable	143.91
<b>Total for Summer Reading Program</b>					<u>143.91</u>
					<b>\$ 947.74</b>

<b>Young Adult</b>					
	12/20/2023	Bank of America	Japanese Snacks-teen night	Accounts Payable	20.20
	12/29/2023	Tina Marie Doody	Snacks - YA Programming	Accounts Payable	61.96
	12/29/2023	Amazon Capital Services	Holiday craft supplies-globes, trees, paper, figurines, art supplies	Accounts Payable	<u>199.27</u>
<b>Total for Young Adult</b>					<b>\$ 281.43</b>
<b>Total for Programming</b>					<b>\$ 1,610.16</b>
<b>Salaries &amp; Wages</b>					
<b>Benefits</b>					
	12/29/2023	Borough of Glen Ridge	Healthcare benefits December 2023	Accounts Payable	<u>5,574.28</u>
<b>Total for Benefits</b>					<b>\$ 5,574.28</b>
<b>FICA</b>					
	12/29/2023	Borough of Glen Ridge	12/1/23;12/15/23	Accounts Payable	<u>2,880.06</u>
<b>Total for FICA</b>					<b>\$ 2,880.06</b>
<b>Full Time Salaries</b>					
	12/29/2023	Borough of Glen Ridge	FT Salaries 12/1/23;12/15/23	Accounts Payable	<u>23,080.26</u>
<b>Total for Full Time Salaries</b>					<b>\$ 23,080.26</b>
<b>Part Time Salaries</b>					
	12/29/2023	Borough of Glen Ridge	PT Salaries 12/1/23;12/15/23	Accounts Payable	<u>14,567.52</u>
<b>Total for Part Time Salaries</b>					<b>\$ 14,567.52</b>
<b>Total for Salaries &amp; Wages</b>					<b>\$ 46,102.12</b>
<b>Subscriptions</b>					
<b>Electronic</b>					
	12/29/2023	Mango Languages	Mango Subscription - 11/1/23-10/31/24	Accounts Payable	<u>1,150.00</u>
<b>Total for Electronic</b>					<b>\$ 1,150.00</b>
<b>Total for Subscriptions</b>					<b>\$ 1,150.00</b>
<b>Technology &amp; Communications</b>					
<b>Cell Phone</b>					
	12/21/2023	Tina Marie Doody	Account#789645863-00001 Invoice#4587340125 Dec 2023	Accounts Payable	<u>75.75</u>
<b>Total for Cell Phone</b>					<b>\$ 75.75</b>
<b>Software/Hardware</b>					
	12/20/2023	Bank of America	TechSoup Quickbooks 2024 Subscription	Accounts Payable	75.00
	12/21/2023	BCCLS	Invoice 7570 - Hardware EQ: Managed Wi-Fi	Accounts Payable	83.00
	12/29/2023	Verizon	Account#: 755-678-814-00012 Invoice December 28, 2023	Accounts Payable	<u>279.00</u>
<b>Total for Software/Hardware</b>					<b>\$ 437.00</b>
<b>Telephone</b>					
	12/29/2023	Borough of Glen Ridge	Nov 2023 \$211.70; refund \$325.76 12/12/23 & Service 15% \$338.30 12/19/23	Accounts Payable	<u>224.24</u>
<b>Total for Telephone</b>					<b>\$ 224.24</b>
<b>Total for Technology &amp; Communications</b>					<b>\$ 736.99</b>
<b>Trustee Expense</b>					
	12/18/2023	Tina Marie Doody	Year End 2023 Appreciation Gift	Accounts Payable	500.00
	12/21/2023	Deanna Pagano	Invoice 00492324 - Custom Paperweight	Accounts Payable	90.50
	12/29/2023	David Lefkovits	Library Board of Trustees Dinner 12/13/23	Accounts Payable	<u>657.63</u>
<b>Total for Trustee Expense</b>					<b>\$ 1,248.13</b>
<b>Other Miscellaneous Expenditure</b>					
<b>Grant 2023</b>					
	12/29/2023	SMS, LLC	Invoice#142590 prep for installation of 3 smoke detectors	Accounts Payable	612.50

	12/29/2023	SMS, LLC	invoice#142719-installed 3 smoke detectors
	12/29/2023	GJG Construction & Consulting LLC	Payment Application 3: December 2023
<b>Total for Grant 2023</b>			
<b>Total for Other Miscellaneous Expenditure</b>			

Accounts Payable	755.00
Accounts Payable	<u>18,476.17</u>
	<b>\$ 19,843.67</b>
	<b>\$ 19,843.67</b>





Monday, Jan 08, 2024 11:27:21 AM GMT-8 - Accrual Basis

# **DIRECTOR'S REPORT - JANUARY 2024**

## **Meetings & Community Events**

I met with a rep from Freegal Music in December to determine if it would be a good fit for our Library. At a cost of \$3,900 I believe this is out of our budget at this time, but is something we can think about for next year.

I was the featured speaker at a CoLAB Arts meeting where they were discussing book challenges and how to be prepared if there is a situation at your school/library.

I attended the January 2, 2024 Borough Council meeting where they approved the new Library Board members and thanked our outgoing members Harry Rush and Carol Harpster for their service. Carol also received a special Proclamation from the Mayor and Council at the meeting.

On January 4, 2024 I attended a regular Rotary meeting at the Brookdale in Bloomfield.

## **Library Organizations (BCCLS, NJLA, NJSL)**

I coordinated an eBCCLS Training with Overdrive for a "Getting Started with Libby" webinar for BCCLS staff members.

I attended System Council on December 14th at the Upper Saddle River Library and the eBCCLS committee met on December 21st. I will continue to be on the eBCCLS Committee and coordinate the training with Overdrive, but am no longer a co-chair. I also attended a BCCLS Strategic Planning Committee meeting on January 3rd where we discussed the RFP that is currently in process. I think that this committee membership will be a good learning opportunity for me to prepare for our Strategic Planning process that is upcoming in 2025.

## **Friends**

The Annual Appeal is complete and the Friends exceeded their \$15,000 goal with \$17,384 raised.

The Kenny Garrett concert sponsored by the Friends and the Kiwanis Club will be held on March 2, 2024 at 7:30PM at SoPAC. More details will be released shortly.

The Friends will hold their annual reorganization meeting on Saturday, January 27th at 9:30AM in the Library's Meeting Room on the first floor.

## **General Library Updates**

Annual evaluations for staff were completed this month. The new salary information was sent to the Borough and we are all set for the new year.

The Children's department has a new shelving unit! Located where the back entrance to Children's was previously located, the biography section and the popular series Who was/is,

## DIRECTOR'S REPORT - JANUARY 2024

What was/is, and Where is have been moved to this area, with the middle section reserved for displays. Moving the biographies gives us more space for the juvenile graphic novels to expand as this is a popular format.

### **Programming**

#### *Children's & YA Programming*

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. The annual third-grade visits have concluded with 120 students, teachers and chaperones visiting the Library as a part of this annual program. A "Tea-Rex" storytime was held featuring a "life-sized" T-Rex. Also, a "Happy Noon Year" event was held on December 30th and was covered by the Bergen Record.

The teens held a meeting of the Teen Advisory Board on December 20th. Paper-arts are popular with the teens currently. A paper-quilling ornament program was quite popular and a Book Origami event for Teens and Adults is planned for the end of January.

#### *Adult Programming*

The Cookbook club is continuing to meet and in December we had our annual "Cookie & Treat Exchange". The Library provides pizza and salad and the group provides treats for everyone to enjoy and take home. The extra treats were given to the DPW staff to enjoy. Jamie Novak returned to do an "Instantly Organized" virtual organizing program with 85 registrants! The take home crafts continue to be popular and for December there was a sparkly snowflake craft. The Bookies returned to using the Library as their meeting location in January as our construction is mostly complete.

### **B&G**

The new chiller was installed on December 29th. The process of getting the equipment over the building via crane was fascinating to watch. AME (our HVAC company) and Sanford Mechanical (the holder of the chiller contract) are currently working together to get the new equipment up and running on our control system.

DPW moved the display case that was formerly on the lower level across from the new bathroom, to the second floor in between the two study tables in the main reading room. This was a difficult task and we are very thankful for their assistance.

SMS has completed their work updating the smoke detectors and alarms for the new spaces as part of the LCBA grant. We have also received a quote to adjust, replace, and update the camera equipment as necessitated by the renovations.

We are still finalizing the AV plan for the new Young Adult area but are planning to move forward with a projector/screen setup. The original proposal from AllPro Audio is in the meeting packet.



# DIRECTOR'S REPORT - JANUARY 2024

## **Finance**

The Cash Management Fund information has been received and Linda and I are working on the deposit process and how to manage the funds coming from various sources. We are hoping to make our first deposit this month and then have the total amount of funds in the account by mid-February.

## **Marketing**

We are waiting for the final delivery dates on the remaining furniture pieces to schedule the official "grand opening" of the new YA area. We are hoping for an early-April event. After the "grand-opening" we will hold a series of "guided tours" of the new spaces for those that might not be able to attend the event. We are also coordinating the updated "new patron" guide to be ready for the grand opening.

## **Personnel**

A preliminary discussion about the Director's goals for 2024 was held during the review process. More discussion will happen in January with the personnel committee.

## **Technology**

The new Technical Services office was wired for data and phone service. We have also received a proposal from SMS to update the DVR for the security cameras, replace some broken cameras, add a new camera to the YA area and adjust some existing cameras based on the renovations. We are also working with BCCLS to move the Security System DVR from the Verizon circuit (old public WiFi) to the BCCLS line. The Verizon connection will be canceled at the end of our contract period and no penalties will be assessed.

Respectfully submitted,  
Tina Marie Doody, Library Director  
January 5, 2024