

**Glen Ridge Public Library
Board of Trustees Meeting Minutes**
Virtual via Zoom
February 13, 2024

PUBLIC SESSION

President Bernice Bonnett called the meeting to order at 7:32 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.”

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

Correspondence:

None.

Public Comment:

No members of the public were present.

Minutes:

A motion to approve the January 10, 2024 Meeting Minutes was made by David Lefkovits and seconded by Edward Kastenmeier. There were 8 Ayes approving the minutes.

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

Committee Reports:

Finance

After review, a motion to approve the January 2024 Bills List (attached), was made by David Lefkovits and 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

The Bills list for January was reviewed. The Treasurer noted that the expenses were as expected. The BCCLS appropriation was included; other notable expenses were the Speakers’ Consortium, duct cleaning and AV expense for the YA area.

After review, a motion was made by David Lefkovits to accept the January Treasurer’s Report (attached). It was 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

David Lefkovits commented that the elevator expense was high due to the annual maintenance contract. Processing expenses (cellophane, tape, etc.) to get the books ready to be shelved were also notable. Geoffrey Darby noted that we need to reflect percent of actual plan vs. % of monthly budget on the report so spend pacing vs. forecast can easily be discerned. David Lefkovits noted later in the meeting that actual expenses were at 44.3% of budget vs. planned at 46.7%, a 95 index. The Director explained the transfer fees for the Cash Management plan. The Treasurer noted that the first dividends for the Cash Management month were received.

Tina Marie Doody provided an update on the Cash Management Fund (\$128.8K). It had been decided not to move monies from the Building Fund when making the transfers to keep available funds for any grant-related costs. The Director anticipates all grant-related expenses to be accounted for by June so unused Building Fund dollars can be transferred to the Cash Management Fund. A robust discussion was held on the opportunity cost of holding the money, and it was decided to move most of the Building Fund monies. The President recommended a near-term Finance meeting to solidify procedures.

A motion to transfer all Building Fund monies, in excess of anticipated January construction-related expenses and account balance minimums, to the Cash Management Fund was made by David Lefkovits and seconded by Geoffrey Darby. 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

Personnel

Jeanna Velechko shared the Director’s goals for 2024. The only potential change to the draft goals was a delivery date for the Strategic Plan. The start date for the next Strategic Plan was discussed as the last plan covered 2020 – 2025, 6 years. Jeanna Velechko will propose a timeline for the plan’s development.

A motion to approve the Director’s 2024 goals was made by Tina Payne and seconded by Jeanna Velechko. 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

Technology

Tina Marie Doody reported that the Verizon wi-fi service was disconnected as planned. The Children’s catalog device was broken in the process; the Director is working with BCCLs on a replacement. Security system camera upgrades are being made; monitors and DVRs are also being reviewed.

Building and Grounds

The Director reported that the construction punch-list is being worked on. The white board is being installed in the study room. The new bathroom is being opened for first use tomorrow, 2/14.

The control card for the chiller will be paid for by the Borough at a cost of just over \$10K. The Library has been thoroughly cleaned post construction over a period of three days.

Marketing

The Marketing Committee met last week. The grand opening for the Young Adult area has been tentatively scheduled for Saturday, May 4th. This will give the Library 1-2 months to prepare once all furniture / elements are in place.

The Annual Report is complete. The Board commented on its design layout and wealth of information. The Director reported the good news that most metrics were up. Distribution of the report via the schools and throughout the Library was discussed in addition to traditional methods.

A motion to approve the Annual Report for distribution was made by Bernice Bonnett 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

Director's Report (attached):

The Director noted that the wattage of the light bulbs in the lobby was upgraded and the space is brighter. The Library has secured access to the Talking Book & Braille catalog via the State Library.

Friends of the Library:

Ticket sales for the Kenny Garrett concert are at 50% of capacity. The Kiwanis Club and Friends is looking for donations for the silent auction to take place at the concert. Selected Shorts will be May 16th. An additional bank of double lockers for larger items is being purchased by the Friends. Edward Kastenmeier is the newly appointed liaison with the Friends of the Library. The Friends is seeking for volunteers for the concert, Selected Shorts and Shredding Day.

Old Business:

Committee Assignments

President Bernice Bonnett shared the 2024 committee assignments. In addition to the standard committees, this year the committee solicitation will also include forming a strategic planning committee, led by Jeanna Velechko. Tina Payne replaces Jeanna as the chair of the Personnel committee.

Auditing Firm

In a final review of accounting firm contenders, Klein's hourly rates beyond the standard audit were found to be on par with the industry. The base audit cost of both finalists is the same.

A motion to appoint Klein as the auditors for the Glen Ridge Library commencing with FY24 was made by David Lefkovits and seconded by Tina Payne. 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

Other old business

None.

New Business:

Update to Computer Use Policy

Due to a loss of \$2K in FY23, the Director is recommending an increase in printing fees to \$.20 for black and white and \$.50 for color. This is versus \$.10 for black and white and \$.25 for color. Also, patrons may no longer bring their own paper.

A motion to accept the Computer Use Policy as amended was made by Edward Kastenmeier 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

Study Room Policy (1st Reading)

The Director shared that there has been much staff discussion on the usage rules for the study rooms. The Board will review the policy and discuss it further at the March meeting.

[Edward Kastenmeier left the meeting at 9:13 to catch a train to New Jersey].

Book Trucks

More book trucks, carts to move the books around, are needed to meet the library needs. The cost is \$2.9K for six new book trucks.

A motion to approve spending up the \$3.0K with Creative Concepts for 6 book trucks 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
---	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

A motion to approve spending up to \$4.4K to CLC for tabletops was made by Bernice Bonnet 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
---	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

State Report / Application for State Aid

The Director reported that we are in good stead in the report's preparation.

Public Comment:

None.

Executive Session

A motion was made by Bernice Bonnett and seconded by Geoffrey Darby to enter to Executive Session at 9:22 pm. All voted Aye and the motion was passed.

A motion to leave Executive Session was made by Geoffrey Darby seconded by Deanna Pagano, at 9:36 pm. All voted Aye and the motion passed.

Other New Business

A motion to approve up to \$5.2K for a March celebration was made by Geoffrey Darby and seconded by Deanna Pagano. The motion passed unanimously.

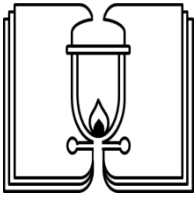
Aye	Bernice Bonnett	Aye	Marilyn Law	Aye	Tina Payne
Aye	Geoffrey Darby	Aye	David Lefkovits	---	Damein Phoenix
---	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

A motion to adjourn the meeting was made by Marilyn Law and seconded by Tina Payne at 9:39 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
---	Edward Kastenmeier	Aye	Deanna Pagano	Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, March 13th, 2024, at 7:30 in the 1st floor library conference room.

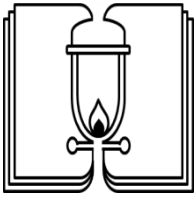


Glen Ridge Public Library

Bills List

January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Accounts Payable				
01/02/2024	NJLA	Invoice 12279 Institutional Membership renewal to 3/25	Professional Development:Dues	300.00
01/12/2024	Earl B. Hicks	Invoice#01/29/24	Programming:Adult	350.00
01/18/2024	Jester Jim Inc.	Jester Jim Show 3/8/24	Programming:Juvenile	650.00
01/19/2024	Tina Marie Doody	Account#789645863-00001 Invoice#789645863-00001 Jan 2024	Technology & Communications:Cell Phone	75.76
01/19/2024	Rapid Connect, Inc.	Invoice#8077 - Install Voice & Data Drop in 2nd FI office	Other Miscellaneous Expenditure:Grant 2023	725.00
01/19/2024	NJLTA	GRPL Trustee Renewal Jan - Dec 2024	Trustee Expense	180.00
01/19/2024	Morris County Elevator, Inc.	Elevator Service Agreement 1st Qtr 2024 -Invoice#24834	Contractual:Elevator	711.00
01/19/2024	PBC Guru	Invoice#502625 Library Speakers Consortium Membership 2/1/24-1/31/2025	Subscriptions:Electronic	2,500.00
01/29/2024	Demco, Inc.	Invoice 7424267	Other Miscellaneous Expenditure:Grant 2023	272.93
01/29/2024	Brodart Co.	Invoice# 635073	Materials:Processing	165.56
01/29/2024	Armpco	Invoice IN25794 - Contract#CT1868-01	-Split-	163.92
01/29/2024	AME INC.	Contract Controls invoice 401322 Contract Mechanical Maintenance Invoice 401324 Payments 1 of 4	-Split-	4,825.00
01/30/2024	BCCLS	BBCLS Appropriation 2024	-Split-	39,524.79
01/30/2024	Bank of America	Acct#x1897 January 20, 2024	-Split-	2,133.73
01/31/2024	Demco, Inc.	Invoice 7423084	Materials:Processing	1,072.06
01/31/2024	Staples Advantage	Acct# NYC 1019294 - invoice #3557911283; 3557151213; #3556711841	-Split-	268.56
01/31/2024	OverDrive	January 2024 invoice#03301CP24031373 invoice#03301CO24006077 invoice#03301CO24004736	-Split-	1,241.27
01/31/2024	SMS, LLC	Invoice 143228 - installation smoke detector outside bathroom	Other Miscellaneous Expenditure:Grant 2023	397.50
01/31/2024	Kathy Hunziker	Snacks French Club-Jan 2024 Reimbursement	Programming:Juvenile	20.69
01/31/2024	Petty Cash	GRPL Petty Cash Staff Reimbursements January 2024	-Split-	57.67
01/31/2024	Chute Master	Invoice#10010088 AC Duct Cleaning	Other Miscellaneous Expenditure:Grant 2023	4,200.00
01/31/2024	AME INC.	Invoice#401586 - Bathroom Exhaust Fans	Other Miscellaneous Expenditure:Grant 2023	725.00
01/31/2024	JAN-PRO of Northern	Invoice# 567918	Other Miscellaneous	1,999.00

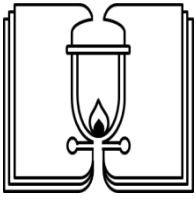


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January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
01/31/2024	NJ Scannx	Library Deep Clean Invoice#10125 Software fax Agreement, per page price Q4 2023	Expenditure:Grant 2023 Technology & Communications:Software/Hardware	67.00
01/31/2024	Borough of Glen Ridge		-Split-	47,179.54
01/31/2024	Morris County Elevator, Inc.	Invoice#24735 - Wheel Chair Lift Service Agreement 2024	Contractual:Elevator	795.00
01/31/2024	Staples Advantage	Acct# NYC 1019294 - Invoice#3556711841-Office Chair	Other Miscellaneous Expenditure:Grant 2023	138.00
01/31/2024	Serendipity, Inc.	Invoice# 2024100157 Interior signs	Other Miscellaneous Expenditure:Grant 2023	190.00
01/31/2024	Kanopy Inc	Invoice #385007-PPU- January 2024	Materials:Kanopy	213.00
01/31/2024	Amazon Capital Services	Invoice #1L4Y-LRVC-D4V6-January 10, 2023	-Split-	1,559.33
01/31/2024	Feldman Brothers Electrical Supply		Facilities & Maintenance:Maintenance & Repair	37.18
01/31/2024	All Pro Audio Video	Invoice#6173 50% Deposit of Audio/Video for 3rd Fl	Other Miscellaneous Expenditure:Grant 2023	6,490.40
01/31/2024	The Whale Mobile Inc.	Deposit - 8/6/24 Whale Mobile Exhibit	Programming:Juvenile	100.00
01/31/2024	Ingram Library Services	Acct#20Y5883 Invoices January 2024-	Materials:Books:Young Adult	860.30
01/31/2024	Baker & Taylor	Account L076505, Account L357616	-Split-	3,458.39
01/31/2024	Wells Fargo	Kyocera Copier lease Contract#450- 0047467-000 Invoice#5028472996	Contractual:Copy Machine	175.00
Total for Accounts Payable				\$123,822.58
Contractual				
BCCLS				
01/30/2024	BCCLS	BBCLS Appropriation 2024	Accounts Payable	31,434.99
Total for BCCLS				\$31,434.99
Copy Machine				
01/29/2024	Armpco	Overage charge for 12/22/23-12/21/24	Accounts Payable	101.42
01/29/2024	Armpco	Base Rate for 12/22/23-12/21/24	Accounts Payable	62.50
01/31/2024	Wells Fargo	Kyocera Copier lease Contract#450- 0047467-000 Invoice#5028472996	Accounts Payable	175.00
Total for Copy Machine				\$338.92
Delivery				
01/30/2024	BCCLS	BBCLS Appropriation 2024	Accounts Payable	8,089.80
Total for Delivery				\$8,089.80
Elevator				
01/19/2024	Morris County	Elevator Service Agreement	Accounts Payable	711.00

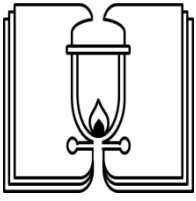


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January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
	Elevator, Inc.	1st Qtr 2024 -Invoice#24834		
01/31/2024	Morris County Elevator, Inc.	Invoice#24735 - Wheel Chair Lift Service Agreement 2024	Accounts Payable	795.00
Total for Elevator				\$1,506.00
HVAC Maintenance				
01/29/2024	AME INC.	Invoice 401324 - Contract Mechanical Maintenance - Payment 1 of 4	Accounts Payable	2,917.50
01/29/2024	AME INC.	Invoice 401322- Contract Controls - Payment 1 of 4	Accounts Payable	1,907.50
Total for HVAC Maintenance				\$4,825.00
Total for Contractual				\$46,194.71
Facilities & Maintenance				
Cleaning				
Supplies				
01/31/2024	Staples Advantage	invoice #3557151213 Toilet Tissue large rolls x 1	Accounts Payable	38.72
01/31/2024	Staples Advantage	invoice #3557911283 Toilet Tissue large rolls x 2	Accounts Payable	77.44
01/31/2024	Amazon Capital Services	Dust Cloths	Accounts Payable	23.93
01/31/2024	Staples Advantage	invoice #3557151213 Paper towel x 1 carton	Accounts Payable	46.28
Total for Supplies				\$186.37
Total for Cleaning				\$186.37
Maintenance & Repair				
01/31/2024	Amazon Capital Services	hepa filters, lightbulb, spray paint	Accounts Payable	219.91
01/31/2024	Feldman Brothers Electrical Supply	Invoice# 3478953-00 - Light bulbs	Accounts Payable	37.18
Total for Maintenance & Repair				\$257.09
Office Supplies				
01/31/2024	Amazon Capital Services	Storage bins, tape, Staff room- kettle, cart, storage	Accounts Payable	175.19
01/31/2024	Staples Advantage	invoice #3556711841-Card Stock x2	Accounts Payable	17.14
Total for Office Supplies				\$192.33
Copy Paper				
01/31/2024	Staples Advantage	invoice #3557151213 Copy paper x 2	Accounts Payable	88.98
Total for Copy Paper				\$88.98
Postage				
01/30/2024	Bank of America	stamps x60, envelope postage	Accounts Payable	41.67
01/31/2024	Petty Cash	Amazon Book returns	Accounts Payable	3.00

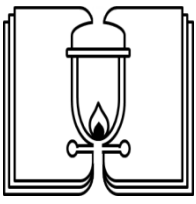


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Bills List

January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Postage				\$44.67
Total for Office Supplies with sub-accounts				\$325.98
Total for Facilities & Maintenance				\$769.44
Materials				
Books				
Adult				
01/31/2024	Amazon Capital Services	Shipping handling	Accounts Payable	6.98
01/31/2024	Baker & Taylor	Adult Book Account L0765505 January 2024 Invoices# 5018700711;5018708794; 5018714872;5018718885; 5018727268;5018728255; 5018738691	Accounts Payable	2,186.38
01/31/2024	Amazon Capital Services	Books x 28	Accounts Payable	587.25
01/31/2024	Amazon Capital Services	Amazon Promo & Discount	Accounts Payable	-11.14
Total for Adult				\$2,769.47
Children				
01/31/2024	Baker & Taylor	Children's Books Account L357616 January 2024 Invoices# 5018690906;5018690907; 5018702007;5018702008; 5018711848;5018711155; 5018718960;5018718961; 5018722654;5018722655; 5018722656;5018723999; 5018724000	Accounts Payable	1,272.01
01/31/2024	Amazon Capital Services	Books x 2	Accounts Payable	27.48
Total for Children				\$1,299.49
Young Adult				
01/31/2024	Ingram Library Services	Invoices January 2024- Invoice#:79691443;79737009; 79860944;79959908;80089483; 80200487;80230622;80234827; CR 79096930	Accounts Payable	860.30
Total for Young Adult				\$860.30
Total for Books				\$4,929.26
CD				
01/31/2024	Amazon Capital	CDs x3	Accounts Payable	53.94

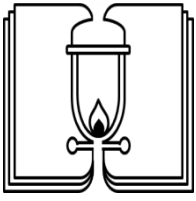


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January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Services				
Total for CD				\$53.94
DVD				
01/31/2024	Amazon Capital Services	DVDs x7	Accounts Payable	140.80
Total for DVD				\$140.80
eContent				
01/31/2024	OverDrive	invoice#03301CO24004736	Accounts Payable	564.27
01/31/2024	OverDrive	January 2024 invoice#03301CP24031373	Accounts Payable	355.63
01/31/2024	OverDrive	invoice#03301CO24006077	Accounts Payable	321.37
Total for eContent				\$1,241.27
Kanopy				
01/31/2024	Kanopy Inc	Invoice #385007-PPU- January 2024	Accounts Payable	213.00
Total for Kanopy				\$213.00
Library of Things				
01/30/2024	Bank of America	Disney plus & Netflix	Accounts Payable	44.75
Total for Library of Things				\$44.75
Processing				
01/29/2024	Brodart Co.	Invoice# 635073 - Book Classification Labels x 10	Accounts Payable	165.56
01/31/2024	Demco, Inc.	Invoice 7423084- Processing Materials & book protective covers	Accounts Payable	1,072.06
Total for Processing				\$1,237.62
Total for Materials				\$7,860.64
Professional Development				
Dues				
01/02/2024	NJLA	Invoice 12279 Institutional Membership renewal to 3/25	Accounts Payable	300.00
Total for Dues				\$300.00
Meeting & Conference				
01/30/2024	Bank of America	PLA 2024 Conference -TMD	Accounts Payable	347.00
Total for Meeting & Conference				\$347.00
Total for Professional Development				\$647.00
Programming				
Adult				
01/12/2024	Earl B. Hicks	Invoice#01/29/24 Book Origami Demonstration	Accounts Payable	350.00
01/31/2024	Amazon Capital Services	Teatime & Valentine Crafts	Accounts Payable	196.77
01/31/2024	Petty Cash	Adult craft Supplies- Gretchen	Accounts Payable	6.37

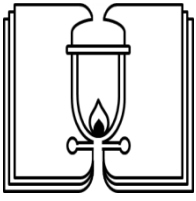


Glen Ridge Public Library

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January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for Adult				\$553.14
Juvenile				
01/18/2024	Jester Jim Inc.	Jester Jim Show 3/8/24	Accounts Payable	650.00
01/31/2024	The Whale Mobile Inc.	Deposit - 8/6/24 Whale Mobile Exhibit	Accounts Payable	100.00
01/31/2024	Kathy Hunziker	Snacks French Club-Jan 2024 Reimbursement	Accounts Payable	20.69
Total for Juvenile				\$770.69
Young Adult				
01/31/2024	Petty Cash	YA Cozy Event - Milk	Accounts Payable	7.88
01/31/2024	Petty Cash	YA Cozy Event - Cocoa Bombs	Accounts Payable	20.62
01/31/2024	Petty Cash	YA- Japanese Event - Sushi	Accounts Payable	19.80
01/31/2024	Amazon Capital Services	Credit memo #1HKW-LXVL-FLWG	Accounts Payable	-55.96
Total for Young Adult				\$ -7.66
Total for Programming				\$1,316.17
Salaries & Wages				
Benefits				
01/31/2024	Borough of Glen Ridge	Health Care Benefits January 2024	Accounts Payable	5,399.09
Total for Benefits				\$5,399.09
FICA				
01/31/2024	Borough of Glen Ridge	FICA 1/2/24 & 1/12/24	Accounts Payable	2,969.08
Total for FICA				\$2,969.08
Full Time Salaries				
01/31/2024	Borough of Glen Ridge	FT Salaries 1/2/24 & 1/12/24	Accounts Payable	23,772.68
Total for Full Time Salaries				\$23,772.68
Part Time Salaries				
01/31/2024	Borough of Glen Ridge	PT Salaries 1/2/24 & 1/12/24	Accounts Payable	15,038.69
Total for Part Time Salaries				\$15,038.69
Total for Salaries & Wages				\$47,179.54
Subscriptions				
Electronic				
01/19/2024	PBC Guru	Invoice#502625 Library Speakers Consortium Membership 2/1/24-1/31/2025	Accounts Payable	2,500.00
Total for Electronic				\$2,500.00
Total for Subscriptions				\$2,500.00



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January 2024

DATE	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
Technology & Communications				
Cell Phone				
01/19/2024	Tina Marie Doody	Account#789645863-00001 Invoice#789645863-00001 Jan 2024	Accounts Payable	75.76
Total for Cell Phone				\$75.76
Software/Hardware				
01/31/2024	Scannx	Invoice#10125 Software fax Agreement, per page price Q4 2023	Accounts Payable	67.00
Total for Software/Hardware				\$67.00
Total for Technology & Communications				\$142.76
Trustee Expense				
01/19/2024	NJLTA	9 x Library Trustee Renewal Jan - Dec 2024	Accounts Payable	180.00
Total for Trustee Expense				\$180.00
Other Miscellaneous Expenditure				
Grant 2023				
01/19/2024	Rapid Connect, Inc.	Invoice#8077 - Install Voice & Data Drop in 2nd FI office	Accounts Payable	725.00
01/29/2024	Demco, Inc.	Invoice 7424267-Book Holders x 2 DYMO Label Writer	Accounts Payable	272.93
01/30/2024	Bank of America	3 x Apple ipads	Accounts Payable	1,303.29
01/30/2024	Bank of America	3 x ipad wall mount Brackets	Accounts Payable	127.02
01/30/2024	Bank of America	3 x ipad wall mounted protectors	Accounts Payable	270.00
01/31/2024	AME INC.	Invoice#401586 - Bathroom Exhaust Fans	Accounts Payable	725.00
01/31/2024	SMS, LLC	Invoice 143228 - installation smoke detector outside bathroom	Accounts Payable	397.50
01/31/2024	JAN-PRO of Northern NJ	Invoice# 567918 Library Deep Clean	Accounts Payable	1,999.00
01/31/2024	Staples Advantage	Invoice#3556711841-Office Chair	Accounts Payable	138.00
01/31/2024	Serendipity, Inc.	Invoice# 2024100157 Interior signs	Accounts Payable	190.00
01/31/2024	Chute Master	Invoice#10010088 AC Duct Cleaning	Accounts Payable	4,200.00
01/31/2024	All Pro Audio Video	Invoice#6173 50% Deposit of Audio Video for 3rd FI	Accounts Payable	6,490.40
01/31/2024	Amazon Capital Services	ethernet gear, water filters, Blind	Accounts Payable	194.18
Total for Grant 2023				\$17,032.32
Total for Other Miscellaneous Expenditure				\$17,032.32

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Meetings & Community Events

I met with a rep from the New York Times about a new combined program that will provide access to [NEWS](#), [GAMES](#), [COOKING](#), [THE ATHLETIC](#) and [WIRE CUTTER](#) resources in addition to the news and historical access that we already have. I am waiting to hear back on pricing for our April renewal. Depending on the cost, it may be worth upgrading as the Games are a commonly requested add-on.

I met with "The Bookies" book club that meets at the Library to let them know about the new author talk series. They were excited about the new offering.

I attended the "Community Focused Strategic Planning" webinar provided by the State Library discussing their new webinar series in April/May that will help participants create a strategic plan.

The Library's full time staff registered for a webinar entitled "Conflict in the Library: Managing, Surviving, and Even Thriving?!" that was held on February 8th. Providing training on conflict management and how to deal with difficult people was one of the action items of the EDI Task Force. Staff will also receive a recording of the webinar for future reference.

Library Organizations (BCCLS, NJLA, NJSL)

I coordinated an eBCCLS Training with Overdrive for a training session on reporting and the new "Metered Access Manager" tool for BCCLS staff members.

I also held the second in a series of Overdrive User Group Meetings for BCCLS staff members who purchase items for Overdrive. This is an informal group that discusses new offerings, answers questions, and provides information for each other.

I attended the regular meeting of the BCCLS Strategic Plan Committee of which I am a member. We discussed the RFP that went out for consultants to assist with the Strategic Plan as well as what the scoring rubric will look like.

General Updates

I have agreed to participate in a "[Critical Conversations](#)" event at the Count Basie Theater in Red Bank on Saturday, March 23rd as part of a discussion on Book Bans featuring George M. Johnson.

Friends

The Friends are holding their regular Winter Meeting on Saturday, February 10th at the Library.

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The Kenny Garrett concert sponsored by the Friends and the Kiwanis Club will be held on March 2, 2024 at 7:30PM at SoPAC. Ticket sales are going well and are at about 50% sold at this time.

Programming

Children's & YA Programming

Children's and YA are continuing their regular programming with various storytimes, after-school clubs/groups, and crafts. A "Lego Challenge" event was held after-hours on Friday, January 26th with 13 teams participating. It was a great night and a selection of the completed projects are on display on the second floor in the newly relocated display case! A new "Fun with a Community Helper" series started with a local dentist providing information on dental care and a fun demonstration on how to brush a unicorn's teeth! Another installment of this series featuring the Glen Ridge Police Department will be held in March.

The teens held a meeting of the Teen Advisory Board on January 31st. Attendance was low (only 2 attendees) but we discussed the signage for the teen area as well as the overall plans and they were positive in their feedback. Other teen programs this month included a "Winter Cozy Night" program, a cookie decorating class, and a meeting of the Anime Club.

Adult Programming

Regular adult programming continues including the Cookbook Club, and take home crafts. We hosted a "Book Origami" program at the end of January with a small but enthusiastic group.

B&G

The Borough has agreed to cover the cost of getting the new chiller hooked up to our control system and we are in the process of scheduling the installation of the control card and new cabling.

According to the furniture designer we are still on track for an end of February delivery of the bulk of the furniture with the remainder being delivered at the end of March.

The duct cleaning and post-construction cleaning projects have been completed. The electricians replaced a light fixture in the Children's Office, and DPW replaced the lightbulbs in the entryway making it a much brighter space. The Security company is coming at the end of February to install the new camera on the third floor and update the system. The AV equipment is in process and should also be installed by the end of March.

Finance

Two deposits were made to the New Jersey Cash Management Fund. The first was a \$10,000 "test" deposit to make sure everything was working properly. The second deposit was the bulk of the funds that were selected for transfer minus the Building fund. At this time I would like to hold

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off on transferring those funds until the grant is completed as we need to pre-pay for items and then get reimbursed by the State.

Marketing

The Marketing Committee met to discuss plans for the "Grand Opening" of the new spaces with a tentative day of Saturday, May 4th selected. We also discussed the draft of the Annual Report and the Library's social media and newsletter statistics from 2023.

Personnel

The Directors goals for 2024 are currently under review.

Technology

The Verizon connection was canceled in January. The catalog computer in the Children's Room unfortunately is no longer functioning due to Chrome not allowing updates on old equipment. We are working with BCCLS on a solution and hope to have the new catalog machine up and running as soon as possible.

Respectfully submitted,
Tina Marie Doody, Library Director
February 9, 2024