

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 November 8, 2023

PUBLIC SESSION

President Carol Harpster called the meeting to order at 7:34 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	Tina Payne
P	Geoffrey Darby*	P	Damein Phoenix
P	Carol Harpster	P	Harry Rush
P	David Lefkovits	P	Jeanna Velechko*
P	Deanna Pagano	P	Tina Doody

**Arrived after minutes approval*

Pledge of Allegiance

Correspondence:

None

Public Comment:

No members of the public were in attendance.

Minutes:

A motion to approve the October 11, 2023 Meeting Minutes was made by Bernice Bonnett and seconded by Damein Phoenix. There were 7 Ayes approving the minutes.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
---	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	---	Jeanna Velechko

Committee Reports:

Finance

After review, a motion to approve the October 2023 Bills List (attached), was made by David Lefkovits and seconded by Tina Payne. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Bills list for October was reviewed. The Treasurer noted the payment to GJG Construction was made in the amount of \$72,235. It is the first payment for the construction remodel.

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

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

David Lefkovits indicated that the Treasurer’s Report through the end of October was pacing on-target at 80% of the annual budget. He further noted that certain line items are running above plan such as background checks and the telephone bill at 132%. Shutdown of a fax line should alleviate going forward. Young Adult collections spending is down because of the construction disruption.

The initial plans for the 2024 Budget were discussed. The total planned spend is coming in at \$871,358 (+4.76% YoY). 2024 1/3 mil is \$818,411 (\$12,347 over required funding, \$39,282 over last year). Staff expenses (73% of the total budget) were held at 3%, in-line with the borough. Programming planned spend was increased 16%. BCCLS changed from population to active users in their billing methodology which increased the planned expense by 6.5%. The Director is investigating a subscription to the Library Speakers Bureau. Interest income from investment in the NJ State Fund has not yet been projected in the plan; the thought is that the revenue could be applied to collection investment. Based on Geoffrey Darby’s recommendation the interest income will be budgeted at \$10,000.

Personnel

Jeanna Velechko will be sending the Director’s annual evaluation for review this week. December 7th is the staff holiday brunch.

Technology

The Director provided an update on a Mango Languages subscription which is now up and running.

Building and Grounds

The Director shared swatches of all furniture and surfaces. The floor in the YA area will be a hard surface and all shelving on wheels for space flexibility. Construction work is moving at a solid pace.

The Director reported that the new Chiller requires a Control Card which must be installed along with the main installation. Two quotes were received.

Marketing

A ground-breaking for the renovations was held on October 31st. A photo captured the event. The Book Page display was also featured.

Director’s Report:

The Library will be offering a seed library in partnership with the Environmental Advisory Committee (EAC). The Director reported on the Palace Project, a digital content aggregator similar to Overdrive. The State Library paid the cost for any library that wished to join; the Director signed-up the Glen Ridge Public Library. Palace Project has access to exclusive Amazon content, including Audible, in addition to aggregating other content sources. The hope is that this service will mitigate some content cost increases. See attached Director’s report for further details.

Friends of the Library

The second Shredding Day was held on October 28th at the Central School and raised over \$900. “Selected Shorts” is scheduled for the evening of Thursday, May 28th at the Women’s Club. A March jazz concert with Kenny Garrett at SOPAC is also being explored in partnership with the Kiwanis Club.

Old Business:

Duct Cleaning

The Director shared that the duct cleaning is moving forward in January. The estimate from Shoot Masters is \$4,200 to be funded by the Building Funded.

A motion was made by Carol Harpster to spend up to \$4,500 with Shoot Masters for duct cleaning to be funded from the Building Fund. Tina Payne seconded the motion. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Other Old Business

None.

New Business:

Further documentation in the form of a resolution was required to move library cash resources to the NJ Cash Management Fund.

A motion to approve resolution 2023-12 for the NJ Cash Management Fund was made by David Lefkovits. Jeanna Velechko seconded the motion. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Director recommended replacing the floors in the 2nd back reading room.

A motion was made by Geoffrey Darby to approve flooring expense of \$21,645.60 with Direct Flooring to be funded from the Building Fund budget. Bernice Bonnett seconded the motion. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

In reviewing the 2024 proposed calendar of closures, a discussion was made on the timing of the library's observance of Juneteenth. It was decided that the library will observe on the Federal holiday, the actual date of June 19th, not the New Jersey persistent Friday date. The library will be closed on November 7th for a staff development day, during lighter visitation of NJ Teachers' Convention.

A motion was made by Harry Rush to approve the proposed 2024 Holiday calendar as amended. David Lefkovits seconded the motion. All voted in favor and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Harry Rush recommended that the December Board of Trustees meeting start earlier and that the Holiday Dinner follow the meeting versus preceding it. The meeting start time will be moved to 6:00PM

Other New Business

None.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Harry Rush at 9:18 pm. All voted Aye and the motion passed.

Aye	Bernice Bonnett	Aye	David Lefkovits	Aye	Damein Phoenix
Aye	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush
Aye	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, December 13th, 2023, at 6:00 in the 1st floor library conference room.