

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 October 11, 2023

PUBLIC SESSION

President Carol Harpster called the meeting to order at 7:35 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

Pledge of Allegiance

Correspondence:

None

Public Comment:

No members of the public were in attendance.

Minutes:

A motion to approve the September 13, 2023 Meeting Minutes was made by Bernice Bonnett and seconded by Harry Rush. There were 8 Ayes approving the minutes.

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

Committee Reports:

Finance

After review, a motion to approve the September 2023 Bills List (attached), was made by David Lefkovits and seconded by Harry Rush. 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 September was reviewed. The Treasurer indicated a commendable amount of collection acquisition in the bills list. Also, there was a notable expense for Feldman Electric parts to repair the pendulum lights; Hardcore electricians complete the repairs.

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

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 noted that the Treasurer’s Report through the end of September was pacing on-target at 75% of the annual budget. David Lefkovits mentioned investment in the collection at 102% versus budget in Q3.

\$250K was given by the borough from the capital fund for the library renovations; this represents their matching portion of the grant. These funds now sit in the Trustee Building Account for a total of \$371K. 75% of the Library grant funding has been received.

The library is pacing +35% ahead of budget for daily income e.g. printing, copying, notary out-of-town services. The Director estimates that the library does 60-80 notarizations per month.

The 1/3 mil numbers were released for 2024. \$818.4K was designated for Glen Ridge library which is an increase year-over-year.

The treasurer also had investigated where to invest the library’s funds given higher interest rates. David Lefkovits learned that municipalities cannot use Treasury Direct; however, there are adjacent local government funds which earn ~5% interest. The Director spoke with the borough on the topic and learned that the State of New Jersey allows municipalities to invest in a money market-like fund with minimal administrative effort i.e. the NJ Cash Management Fund which offers daily liquidity. The Director will investigate the process to invest.

A motion to transfer all but \$25K in working capital from the General Operating account, plus all of the funds in Trustee Operating – Building, New Technology and Trustee Capital accounts, into the New Jersey Cash Management Fund was made by David Lefkovits and seconded by Geoffrey Darby. 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

Personnel

A motion was made by Jeanna Velechko to adopt the borough’s amended COVID-19 policy. It was 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

With the adoption of the policy amendment, the consolidated personnel manual will also be adjusted to reflect the update. Further, the manual will be updated to require immediate notification to the Director of exposure to a contagious, potentially life-threatening disease, as defined by the CDC, with a commensurate change to the disciplinary policy.

Technology

The people-counter is up-and-running with the new Wi-Fi system. A 10-foot HDMI cable was acquired to facilitate programming presentations. Also, a staff laptop was acquired to be dedicated to programming. This laptop does not contain the administrative restrictions of the patron Chromebooks.

Building and Grounds

The Director reported on four components to the Bond Act: 1. Furniture Plan, 2. Young Adult Moving/Storage, 3. Study Room Tablets, 4. Power Stations. The Library received a quote from Creative Library Concepts for furniture and décor; an adjustment in the purchase specs is required to replace the media cabinet and Zen laptop table.

A motion was made by Geoffrey Darby to approve furniture expenditure of up to \$105K with Creative Library Concepts. It was seconded by Jeanna Velechko. 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

A motion was made by Geoffrey Darby to approve shelving removal and collection moving and storage expenditure with Anchor of up to \$9K. It was seconded by Bernice Bonnett. 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 is also investigating iPads for the Young Adult (YA) department and wireless power bank chargers to avoid tripping hazards from chords. Replacement of the back stairs' tread is also needed.

Marketing

The Director has begun to post notices that the library will be under construction (dates of closure TBD) via website, flyers and email. A ribbon-cutting will be held for the new spaces. A ground-breaking image will be captured.

Director's Report:

The Director reported on the "I heart my library" campaign; positive feedback was captured from patrons and will be included in the annual report. Anecdotally, the staff feels that the library is back to pre-COVID levels of patrons, especially after school. The locker usage number fell slightly to 514 instances for the month of September.

See attached Director's report for further details.

Friends of the Library

The town-wide Yard Sale was impacted by weather; participants have the option to move the sale to the end-of-the year without an additional fee. The second Shredding Day is October 28th. "Selected Shorts" is scheduled for the evening of Thursday, May 28th at the Women's Club. A March jazz concert at SOPAC is also being planned in partnership with the Kiwanis Club.

Old Business:

Other Old Business

None.

New Business:

The notaries cannot certify document copies, e.g. birth certificates, and the library would like this update to be made to its Notary Service Policy. The library would like to prohibit notary services for the first and last 15 minutes of opening hours. Also, fees for

out-of-town services will be increased to \$2.50 per signature, at parity with the state maximum.

A motion was made by Carol Harpster to amend the library's notary policy as proposed. 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

The Director would like to add Mango Languages to its database of services at a cost of \$1,150. The service can be used at home with library card sign-in.

A motion was made by David Lefkovits to purchase a subscription to the Mango Library database at a cost of up to \$1,200 to be funded from the General Operating budget. Deanna Pagano 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 shared that duct cleaning is needed. The Board decided to postpone that service by Shoot Masters until after the construction work is completed.

Geoffrey Darby, Jeanna Velechko and Bernice Bonnett will serve on the new trustee search committee for the two positions that need to be filled.

Other New Business

None.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Harry Rush at 9:22 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, November 8th, 2023, at 7:30 in the 1st floor library conference room.