

Glen Ridge Public Library
Board of Trustees Meeting Minutes
 1st floor Conference Room, Glen Ridge Library
 Wednesday, September 13, 2023

PUBLIC SESSION

Vice President Bernice Bonnett called the meeting to order at 7:32 pm. She read 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 Board Member

The Board welcomed Damein Phoenix, the Vice Principal of the High School, who will serve as the Superintendent’s Delegate replacing Matthew Murphy.

Roll Call:

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

Pledge of Allegiance

Correspondence:

An appreciative letter to the board was received from the Bookies book club along with a donation to the library.

Public Comment:

The Vice President read the Public Comment notice referenced in the agenda. Gordon Leavitt, the President of the Friends of the Library, noted the success of the lockers and inquired of the vendor if a 4th set of lockers could be added. The vendor noted that our presentation of our locker pavilion is the best in the country.

Minutes:

A motion to approve the June 14, 2023 Meeting Minutes was made by Tina Payne and seconded by David Lefkovits. There were 6 Ayes approving the minutes.

Aye	Bernice Bonnett	Aye	David Lefkovits	Abstain	Damein Phoenix
Abstain	Geoffrey Darby	Aye	Deanna Pagano	Aye	Harry Rush

---	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko
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A motion to approve the July 5, 2023 special Meeting Minutes was made by Tina Payne and seconded by David Lefkovits. There were 6 Ayes approving the minutes.

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

A motion to approve the August 8, 2023 special Meeting Minutes was made by Geoffrey Darby and seconded by Tina Payne. There were 7 Ayes approving the minutes.

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

Committee Reports:

Finance

After review, a motion to approve the August 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
---	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

The Bills lists for June, July and August were reviewed. The Treasurer indicated that expenses were normal-to-low during the summer months.

After review, a motion was made by David Lefkovits to accept the August 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
---	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

David Lefkovits noted that the Treasurer's Report through the end of August was pacing on-target at 65.7% of annual spend. David Lefkovits mentioned investment in the collection at 62% year-to-date. Geoffrey Darby questioned facilities spending which is at 78% of budget due to maintenance timing.

The Treasurer noted that the Trustee Trust sub-account is \$160 overdrawn; \$5,000 will be moved from the Trustee Building account to cover the deficit. Note that both are sub-accounts of the primary Trustee account, so no penalties were realized.

A motion was made by David Lefkovits to move \$5,000 from the Trustee Building sub-account to the Trustee Trust account. It was 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
---	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Geoffrey Darby suggested that we move the Trustee accounts from cash accounts to interest bearing accounts e.g. treasury direct. Tina Doody noted that the Capital account has \$200K also at the bank in cash. The Director will inquire of Linda Rovalino and the auditors if this is feasible.

The current auditors are already contracted for the 2023 audit at a cost of \$6000, They wish to raise that rate to \$7500 so the Director inquired of other libraries audit costs which were as low as \$2500. The Director and the Business Manager would like to review alternate auditors to reduce the cost.

Personnel

The Director shared that two new substitutes have been hired. This brings the library back to full staffing.

Technology

The Director reported on the managed Dash Wi-Fi. She shared that login persists to other libraries that use the Dash service. It is anticipated that the other service will be sunset in the next month. Bluetooth Beacon integrates with the Meescan self-checkout app.

Building and Grounds

The Director reported on a number of elements within the LCBA Grant project. The contract with GJG Construction will be signed on September 14th. A timeline of construction and quotes for furniture and flooring should be available for the October meeting. Accessibility needs must be considered for the 3rd floor access to the court room. “Whatever” bathroom signs are being considered which show icons of unicorns, robots, etc. to indicate gender-all. Harry Rush commented that “whatever” could be viewed as dismissive; Tina Doody will check on inclusive alternatives with the vendor. The Director will get water bottles for the staff given the new water bottle filler. A water bottle sale fundraiser will be considered.

There is a tentative installation date of December 15th for the new chiller. The Director has requested quotes on annual maintenance and controls. The town will fund the purchase and year 1 maintenance.

Marketing

The Director plans to update the patron infographic to include the lockers and study rooms. This will be completed in early 2024.

Director's Report:

The Director reported on the events of the summer; 50 additional children participated in the Summer Reading program versus last summer. Adults completed reading to earn more than 400 raffle tickets. The library made several outings with Ike the Bike. Ike is an e-bike and solar powered. The library completed back-to-school night at RAS. The meeting room policy will need to be reviewed with the new rooms and self-serve process.

David Lefkovits noted that on social media policy, Threads should not directly substitute for Twitter / X given the low volume of the newcomer platform. The library is establishing its brand on Threads. Glen Ridge continues to be cited on the topic of book banning.

Regarding the Friends of the Library, the Director noted that the townwide yard sale will be the last Saturday of this month. There are 50 households and a number of sponsors signed up. Saturday, October 28th will be a second shredding day at the Central School. Planning is underway for Selected Shorts. 584 locker checkouts were made in August. There have been no sell-outs but locker demand continues to increase.

See attached Director's report for further details.

Old Business:

Other Old Business

None.

New Business:

Safe Child Policy Update

The Director would like to add back the caregiver component, which had been included pre-pandemic, to the Safe Child Policy. Children under the age of 8 must be supervised by a caregiver of 14 years or older. The pronouns will be updated to gender neutral.

After review, a motion was made by Harry Rush to approve the Safe Child policy with the discussed updates to the age and gender references. It was seconded by Tina Payne. 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
---	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Other New Business

The Director raised the topic that two Board members, Harry Rush and Carol Harpster, would not be renewing their terms. To fill the vacancies, last year's Board candidates will be contacted as well as posting the available positions in the press.

Gordon Leavitt of the Friends gave a shout-out to Bill Bartlett for negotiating the shredding truck for free. He further noted that the Director has been curating the museum passes and secured the 9-11 Museum this week.

A motion to adjourn the meeting was made by Damein Phoenix and seconded by Harry Rush at 8:50 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
--	Carol Harpster	Aye	Tina Payne	Aye	Jeanna Velechko

Minutes respectfully submitted by
Deanna Pagano, Secretary

Next Meeting Date: Wednesday, October 14th, 2023, at 7:30 in the 1st floor library conference room.