

**Glen Ridge Public Library**  
**Board of Trustees Meeting Minutes**  
 1<sup>st</sup> floor Conference Room, Glen Ridge Library  
 March 11, 2026

**Public Session**

Marilyn Law called the meeting to order at 7:31 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**

A	Bernice Clark-Bonnett	P	Tina Payne
P	James (Matt) Doyle	P	Damein Phoenix
P	Edward Kastenmeier	P	Rohit Tote
P	Marilyn Law	P	Jeanna Velechko
A	David Lefkovits	P	Tina Doody

**Pledge of Allegiance**

**Correspondence:**

None

**Public Comment**

None

**Minutes**

**A motion to approve the February 11, 2026 Meeting Minutes was made by Edward Kastenmeier and seconded by Matt Doyle. The minutes were approved by the Trustees.**

—	Bernice Clark-Bonnett	Aye	Marilyn Law	Aye	Damein Phoenix
Aye	Matt Doyle	—	David Lefkovits	Aye	Rohit Tote
Aye	Edward Kastenmeier	Aye	Tina Payne	Aye	Jeanna Velechko

**Committee Reports**

Finance

Ms. Doody reviewed the February Bills list. She reported the bills totaled \$76,096.32 for the month, noting the Borough appropriation accounted for \$58,233.69 of the total amount. She stated that \$2,750 had been spent on upgrading the Library’s interior

lighting to LED and that such amount will be reimbursed under the LCBA grant. In response to a Trustee question, Ms. Doody explained that there are other authorized signers to sign checks in order to pay the Library’s February bills.

**After review, a motion to approve the February 2026 Bills List (attached) was made by Tina Payne and seconded by Rohit Tote. All voted in favor and the motion passed.**

—	Bernice Clark-Bonnett	Aye	Marilyn Law	Aye	Damein Phoenix
Aye	Matt Doyle	—	David Lefkovits	Aye	Rohit Tote
Aye	Edward Kastenmeier	Aye	Tina Payne	Aye	Jeanna Velechko

Next, Ms. Doody reviewed the February Treasurer’s report. She noted that year-to-date total expenditures are approximately 21% of budgeted amounts. She reported that dividend income was \$2,054.79 or approximately 20% of budgeted amounts. Ms. Doody then stated that the cash balance maintained at the NJ Cash Management Fund totaled \$355,364. She noted that, due to the absence of Mr. Lefkovits, the acceptance of the February Treasurer’s Report will be considered at the Board’s April meeting.

Ms. Doody then provided an update on the Library’s annual audit and preparation of financial statements. She noted that the audit is underway and that the auditors will be meeting with her and Linda Rovalino, the Library’s bookkeeper, tomorrow. She reported that there have been no issues identified since providing requested materials to the auditors in mid-February and that she expects to present the draft audit report at the May Board meeting.

Personnel

Ms. Doody provided an update on the new health insurance coverage, reporting that the transition to the new health plan had been completed. She noted that the insurance carrier was delayed in uploading information to the system and providing physical insurance cards; however, the carrier did provide electronic insurance cards for employees to use in the interim until the physical copies arrived. A Trustee requested that Ms. Doody provide the Personnel Committee with the employer and employee contribution amounts for each covered employee over the past three years. Ms. Doody agreed to do so, noting only three full-time employees are covered under the health insurance plan.

Next, Ms. Doody provided an update on the hiring of three new substitutes. She stated three new substitutes have started and been incorporated into scheduling. She reported that the substitutes completed training, explaining two substitutes have experience working at other BCCLS libraries and the other substitute is a book seller.

Technology

Ms. Doody noted she was still waiting for BCCLS to provide an installation date for the facility site counters and software, reporting that she anticipates installation will occur in

the second quarter. She reminded Trustees that two devices will be installed, one at the front door and the other on the Children’s Room door. She stated that if the Library wanted to add devices in the future it would be easy to do so. Ms. Doody confirmed the new vendor will be able to import the historical data spreadsheets maintained by the Library and upload them into the system for reporting.

Building and Grounds

Next, Ms. Velechko stated the Committee met last week to evaluate possible outdoor signage solutions. Ms. Doody then circulated materials for the Trustees’ consideration, noting that the poster framing will most likely be made of aluminum to withstand the weather. She noted that the sign will be 3’ x 5’ in accordance with the Historical Preservation Commission (HPC)’s guidelines, and that the Library will be seeking approval from the Commission once the specifications are finalized. Ms. Doody then discussed lighting options for the sign that are in accordance with HPC guidelines. It was then noted that former Library Trustee Geoffrey Darby joined the Committee meeting and offered assistance with complying with HPC guidelines.

Ms. Velechko then noted that she met with Mr. Darby to review the building assessment completed last year, and to outline possible items to be completed over the next five years. She noted that she will present the outline to the Board at a future meeting.

Ms. Doody then noted a pest control problem that has arisen at the Library with the warmer weather. She explained a pest control company provided an estimate of \$950 for three treatments to remediate the problem, including filling gaps and adding door sweepers to prevent rodents from entering the Library.

**After review, a motion to approve up to \$1,000 to hire a pest control company to remediate the rodent problem at the Library was made by Edward Kastenmeier and seconded by Jeanna Velechko. All voted in favor and the motion passed.**

—	Bernice Clark-Bonnett	Aye	Marilyn Law	Aye	Damein Phoenix
Aye	Matt Doyle	—	David Lefkovits	Aye	Rohit Tote
Aye	Edward Kastenmeier	Aye	Tina Payne	Aye	Jeanna Velechko

Ms. Doody then reported that a pipe on the chiller burst during the winter and needed to be replaced. She reported that Sander Mechanical has evaluated the issue and will be purchasing the parts to fix the pipe. Ms. Doody noted this expense will be reflected on the March bills list. A discussion ensued and Ms. Doody stated that she will be contacting the service company for the chiller and inquiring as to why the pipes were not flushed and drained of water prior to winter.

Marketing

Ms. Doody reported that Cass Lauer, the new Communications Manager, will be attending a webinar on short form video options for libraries. She then noted a 3-4

minute video with the Talking Book and Braille Center (TBBC) representative about their display that was housed at the Library will be posted to the Library's website within the next week.

### **Director's Report**

Ms. Doody reported that she attended the New Jersey Library Association's Annual Conference in Atlantic City on February 17 - 19, 2026. She said it was the first time that the conference was joint with the New Jersey Association of School Librarians, noting the sessions were informative and relevant and highlighting some of the key speakers. She also reported that she was a speaker on a panel regarding providing free period products to libraries.

Ms. Doody then noted the Library trends and topics. She reported that a bill has been introduced in the House of Representatives banning certain books from school libraries receiving federal funding. She stated that the bill does not affect public libraries directly; however, if the bill is passed it may have a chilling effect on public libraries displaying or purchasing certain materials to avoid controversy. Ms. Doody also referenced two BCCLS reports included in the meeting materials, one report focused on the value gained by being a part of BCCLS and the second report focused on BCCLS cybersecurity. In response to Trustees' questions, Ms. Doody confirmed that the Borough conducts cybersecurity training for employees during the spring and fall, and that the Library solely utilizes the BCCLS network.

### **Friends of the Library**

Mr. Kastenmeier reported that the Friends had its quarterly meeting the day prior. He stated the Friends elected its slate of officers, noting that Gordon Leavitt will remain president and a new treasurer was appointed. He then stated that the Art & Eco Fair is scheduled on May 16, 2026, and that he will be taking Ike the Bike to the Fair on behalf of the Library. Mr. Kastenmeier concluded by reminding the Board that the Friends next meeting is scheduled for June 9, 2026.

Mr. Leavitt informed the Board that the Friends have set aside funds to support the Library's outdoor sign initiative. The Trustees thanked Mr. Leavitt for the Friends continued support of the Library.

### **Old Business**

None

### **New Business:**

#### 2025 State Report & State Aid Application

Ms. Doody reported the state aid application was submitted and referenced the 2025 state report. She noted the Library receives approximately \$4,000 annually in state aid and that she and Ms. Clark-Bonnett must sign the application certifying it is accurate.

In response to a question, Ms. Doody noted that 78 libraries are part of BCCLS and that the Library will be celebrating its 20 year anniversary being a part of the BCCLS consortium. She noted that the Library is planning to highlight this milestone.

Ms. Law proposed developing an onboarding document for new Trustees joining the Board and requested feedback on the idea from the Trustees. A discussion ensued regarding materials currently available to Trustees, the operations of the Board, how Trustees are appointed and training opportunities. Ms. Doody agreed to circulate the current Trustee manual for review following the meeting. Ms. Law also stated she will circulate her document to the Trustees for review and comment.

Ms. Doody then reported that the training requirements for Trustees will be changing to require each Trustee to complete two hours of training annually.

**Public Comment**

None

**Adjournment**

**A motion to adjourn the meeting was made by Tina Payne and seconded by Matt Doyle at 8:26 pm. All voted Aye and the motion passed.**

—	Bernice Clark-Bonnett	Aye	Marilyn Law	Aye	Damein Phoenix
Aye	Matt Doyle	—	David Lefkovits	Aye	Rohit Tote
Aye	Edward Kastenmeier	Aye	Tina Payne	Aye	Jeanna Velechko

Minutes respectfully submitted by  
Tina Payne, Secretary

**Next Meeting Date:** Wednesday, April 8, 2026, at 7:30 in the 1<sup>st</sup> floor Library conference room.