

**Library Association of Ringwood Inc.  
Ringwood Public Library (“RPL”)  
Board of Trustees - Emergency Meeting  
Approved Open Session  
February 15, 2019  
5:30 PM  
Ringwood Public Library**

**ATTENDANCE:** Amy Boyle Geisel (“AmyBG”), Anne Siebecker (“Anne”), Susan Rakosi Rosenbloom (“SRR”), Amanda Beth McCormick Gillman (“Amanda”), Lauren Maguire (“Lauren”), Elizabeth Conroy (“Beth”) and 2 members of the Staff.

**Call to Order and Statement of Meeting Notice:** The meeting was called to order at 5:37 PM by Amy BG, President of the Board and she read the following statement: Adequate notice of this meeting was provided to the Suburban Trends, the Record, Herald News, WGHT, Channel 77, the Borough Manager. Notice was posted inside the RPL in accordance with the By-Laws/Constitution of the Association.

**PUBLIC SESSION**

AmyBG advised that the Director resigned on 2/8/19 via phone message to her with last day of March 8, 2019. The three senior staff members and the Director were all served with RICE Notices according to Statute. Two of the three senior staff members ( present this evening) requested that their employment status be discussed in open session. Discussion ensued regarding their roles in the transition from the current Director and their proposal that senior staff members work as temporary, interim Co-Directors. Two of the three supervisors at the meeting recommend a team approach which is how they currently operate. One of the staff members present has an MLS degree and past experience as both an interim and permanent Library Director.

Discussion ensued about precedent (Wayne library in the 1990s), compensation (bonus) and ability to continue current workload. Discussion ensued regarding process and time period for hiring a new director. Adult services/Reference supervisor and technology services Supervisor voiced confidence in their ability to work cooperatively and address workload issues as they arise. Staff members advised that the current director is aware of the plan and supports it. The technology Supervisor is well-versed in the budget and the adult services Supervisor has and is currently working on the per capita state report.

Supervisory library staff was commended by the Board for their willingness to take leadership, increase their workload and to creatively respond to library’s needs. Board thanked the staff for their generosity of spirit and dedication to public service . Discussion ensued about compensation. Interim Directorship and compensation issues were tabled to next meeting.

## OLD BUSINESS

**HVAC:** Amy BG advised that she attended a meeting with Director and Borough Manager on Jan.30,2019 to discuss the failing HVAC system. In 2018, the town spent \$30,000 on repairs and a similar sum in 2017. Despite these repairs, the system failed and the library was closed 2 days in 2018 and 1 day (so far) in 2019. . Though some of the outside units have been replaced, it has not helped to maintain a system that was not designed well from the inception. Everyone agrees that: 1) we do not want to keep fixing a poorly designed system; 2) system needs to be redesigned and replaced. The town is not in a financial situation to pay to replace the system.

**NJ LIBRARY BOND CONSTRUCTION ACT:** When it is available, we can apply for a competitive grant for approx.50% of the cost of a new HVAC system. The grant requires a proof of funding match 1:1 between state and local, architectural engineering drawing and quotes that are dig ready. Board discussed the details of the grant, implementation, grant writer and volunteer support.

For more information see: [Library Bond Act](#)

**DIRECT INSTALL NJ:** Is a state sponsored clean energy program that requires using a stipulated vendor for the HVAC, Lime Energy. Boro Manager does not suggest this approach for HVAC because of its limitations.

**TRICARICO Architecture and Design PC (“Tricarico”):**

We need to hire a consultant to see what if any portions of the existing HVAC system can be saved and to design a new system. Discussion ensued about hiring Tricarico Architecture and Design PC with offices in Wayne. Tricarico is a licensed LEED green associate with prior experience in analysis and rehabilitation of similar HVAC systems in commercial applications. Tricarico 12 page written quote d.2/15/19 for fee of \$5,000 (the” Tricarico quote”) is for a mechanical feasibility study of the Library HVAC system consisting of 12 hours of analysis of HVAC system on site and an engineering report with recommendations to resolve HVAC issues. Printing costs and design drawings/services are not part of \$5,000. This \$5000 quote is for recommendations regarding existing/new HVAC system. The Tricarico quote was recommended to the Board by the Borough Manager. Board has set aside \$157,000 for emergency reserves and \$22,000 in reserves for children’s area capital improvement. Treasurer reports that Association has additional monies in checking account. AmyBG believes it wise to hire Tricarico per the quote discussed.

**MOTION:** Amy BG made a motion, seconded by Amanda that the Board retain the services of Tricarico per its 12 pg. written quote d.2/15/19 for \$5,000 to review existing HVAC system, create feasibility report and make recommendations for a new HVAC system. The motion carried unanimously.

## NEW BUSINESS:

There will be a Library board training session for new board members by PalsPlus at Wayne Library on March 16th, Board members are encouraged to attend.

**PalsPlus will have a trustee educational program at Wayne Library on April 6th to discuss the Library Bond Act.**

**AmyBG asked for volunteers for a hiring committee for the new Director. Anne, SRR, Beth and Lauren agreed to serve on the Committee. It is suggested that the Hiring committee include Friends members, community members and library staff.**

**MOTION: Amy BG made a motion at 6:55pm to go into closed session, Amanda, seconded the motion. At 8:35pm Amanda made a motion to come out of closed and back into open session, Anne seconded and the motion carried. At 8:36pm, Anne made a motion to affirm all actions and votes in open session made in closed, AmyBG seconded and the motion carried. At 8:38pm, Amanda made a motion to adjourn, AmyBG seconded and the motion carried.**

**The next regular meeting of the Board of Trustees will be at 7:30pm on Monday Feb.25,2019 in the RIngwood Public Library.**

**Respectfully Submitted, SRR  
3/21/29 Approved 3/25/19**