

Library Assoc. of Ringwood Inc.

Board of Trustees Meeting February 25, 2019

Ringwood Public Library ("RPL")

OPEN SESSION APPROVED

ATTENDANCE: Amy Boyle Geisel ("ABG"), Amanda Beth McCormick Gillman ("Amanda"), Anne Siebecker, Linda Schaefer, Beth Conroy, Lauren Maguire, Susan Rakosi Rosenbloom ("SRR"), Karen Marcus. Ed Thomas arrived at 7:35pm. Members of the public included Wendy Sandford and Heather Manley Caldwell.

Absent: None

Call to Order and Statement of meeting notice: The meeting was called to order at 7:31PM by President Amy BG and she read the following statement: Adequate notice of this meeting was provided in the usual course to the Suburban Trends, Record, Herald News, WGHT, Channel 77, Borough Manager, and the RPL website. Notice was posted inside RPL.

Announcements: Consent Agenda:

ABG announced that at the suggestion of The Support Center, the Board has adopted a consent agenda as a way of information sharing before regular meetings. The President sends Board members pertinent documents that do not need action at a regular meeting. The consent agenda will be voted on at the meeting and all information within the agenda will be approved. If a Board member wants to discuss a matter brought up in the consent agenda, it will be moved to the

regular agenda for discussion. The consent agenda will be voted on at each meeting.

Library Association of Ringwood Inc. Board of Trustees Meeting Feb.25, 2019-7:30pm Ringwood Public Library Consent Agenda

- I. **Approval of Minutes** 1/29/19 Board Meeting; Open and Executive Sessions attached; approved as amended.
- II. **'Stigma Free' Resolution** – draft Resolution d.2/19/19 attached.

By proclamation on 8/16/16 the Passaic County Board of Chosen Freeholders, the Passaic County Mental Health Board and Local Advisory Committee for Alcohol and Drug Abuse (LACADA), along with the Passaic County Department of Mental Health and Addiction Services support the designation of Stigma-Free Zones in every municipality in the County of Passaic.

By Resolution of the Borough Council of Ringwood dated 1/15/19, the Ringwood Borough Council designated Ringwood a 'Stigma Free' Community. For additional information please review:

<https://morriscountystigmafree.org/wp-content/uploads/2017/03/Stigma-free-toolkit.pdf>

- III. **Finance Committee**; financial documents, bank statements attached.
- IV. **Building Committee/Library Concepts, Children's area renovation**: Committee has met two times. Awaiting itemized pricing statement from vendor or this matter will be tabled to next Board meeting. ABG and/or Director will review contract re: consulting fees if we do not buy anything after designs/drawings created.
- V. **Friends Report**: Ongoing 'have a heart' fundraiser to start saving for AED (\$980 approx.cost via 'Simon's Heart' nonprofit AED organization); 3/23/19 St. Pat's Pre Parade Event (need a face painter and balloon wrangler); 5/18/19 Courtney Carbone free author visit and book sale fundraiser (K-3rd grades); Annual Book Sale 10/13/19-10/19/19.
- VI. **Correspondence** – none
- VII. **Building Maintenance; Tech., Roof, A/V and Ballasts** – Director advised DPW that several ballasts are out. Tech Srv.Supervisor continues to educate herself and staff on A/V system.
- VIII. **NJ Per Capita Report**; due mid-March, 2019. Director and Ref.Librarian work on this report that brings in \$5400 approx.in state aid. MLS or MIS required to sign off on doc.

Consent items are non-controversial items or routine items that are discussed at every meeting. Anyone who wants to discuss an item should move the item off the consent Agenda after Chair inquires. Consent Agenda is adopted with a motion, second and vote.

Items removed from Consent Agenda can be discussed separately.

If you have a clarification question on a consent agenda item, ask it of the Committee Chair, Chair or Director ahead of the meeting and get the answer in advance. If more than a clarification is needed, move to have item taken off of Consent Agenda. 2/19/19

Amanda asked that the discussion of Creative Library Concepts be tabled to the regular agenda.

Linda Schaefer made a motion to accept the consent agenda as amended with attached documents and Anne Siebecker seconded. The motion passed. The eight documents sent by the Director on February 25th were not included in the Consent Agenda.

PUBLIC HEARING: Karen Marcus made a motion to go into Public Session at 8:05 PM. SSR seconded and the motion carried. Wendy Sandford, Heather Manley Caldwell and Kristine Gibbons were sent RICE notices to discuss the senior staff member's resignation and the plan for these three senior staff members to work together as interim directors and divide tasks among them: Wendy: administration, staff; Heather: tech and finances; Kristine: programming and building maintenance. ABG made a motion to accept the proposal for the three senior staff members to work as interim directors beginning March 9, on a temporary basis, until the position of Director is filled. Anne Siebecker seconded the motion, which passed. That is, 54% of the staff member's annual salary, paid bi weekly in payments totaling 4.5% of the annual salary; less taxes and withholding. These are considered as a bonus for the service and will end on the first day of employment of a new permanent director. ABG made a motion to accept the payment of the bonuses. Lauren Maguire seconded and the motion passed with Anne Siebecker abstaining. The three co directors will have signatory power on the TD bank accounts.

ABG thanked the new interim directors for their dedication. Karen Marcus made a motion to come out of public session at 8:40pm and Ed Thomas seconded. The motion carried.

Committee Reports:

Strategic Planning: As suggested at the Board meeting with the Support Group team, attendees from the last two Town Hall meetings should be contacted with a cover letter and a survey to determine their volunteer interests. Once the survey is approved by Board members, SSR will send out the survey and the cover letter to Administration Staff to email both out to Town Hall attendees.

Other Committees: Finance: Amanda (Chair), Heather Manley Caldwell; Building and Interiors: Amanda, Ed, ABG, Lauren, HMC, Wendy; Executive/Human Resources/ Governance: ABG, Anne, Karen, Ed, Amanda; Fundraising/Advocacy: Linda (Chair) Anne, Beth; Programming: Ed (Chair) Karen, Lauren Strategic Planning: SRR (Chair), Karen; Hiring: Anne, Lauren SSR, Karen. Beth will act as corresponding secretary to the Hiring Committee. In addition, Wendy and Heather will join the Hiring Committee when needed. SSR will set up a Google Drive to house documents pertinent to hiring. Only committee members will be part of this. SSR asked that members submit 5 interview questions before meeting next week.

Board Comments: ABG told the Board that the personnel policies are out of date and need to be reviewed. The Executive Committee will look into this matter.

Correspondence: ABG stated that new Personnel Policies were drafted over two years ago by a Pro Bono Attorney. She recommends that these policy suggestions require immediate attention by the Board and the new Director, or the Attorney may withdraw services.

Old Business: TD Bank and Fidelity: Amanda reported that the finances are in good order. She asked about the Unpaid Bills portion of the agenda and ABG said that the Director had the ability to pay bills up to \$1,000. Amanda suggested that the Finance Committee make recommendations to the Board to streamline the reporting process. ABG suggested that the Treasurer get the password and log-in information for the Fidelity accounts from the current Director.

Makers Day and 3D Printer: Heather Caldwell reported that the 3D printer is operational and plans are in process for Makers Day, March 22/23. Volunteers are needed.

Status of financial audit: The Director sent a letter dated January 29, 2019 to the accountant that has not been answered yet.

New Business: The Stigma Free Resolution has been accepted by the Board and adopted by the Borough.

HVAC system: Tricarico Architecture and Design of Wayne has been hired for \$5000 , approved at the 2/15/19 meeting, to review the system and make a proposal. This includes 16 hours on site and 16 hours in office. A walkthrough will be scheduled soon.

Creative Library Concepts: The committee recommended amending the design concept for the Children's Area and buying tables, chairs, lounge and bench to update the area. The committee will supply the Borough with a list of the furniture to be retired.

Payment of Bills: Karen Marcus made a motion to pay the bills and ABG seconded. The motion carried.

Executive Session: At 9:01pm ABG moved to come out of Open Session, Karen Marcus seconded and the motion passed. At 9:02pm Karen Marcus moved to go into Executive Session. ABG seconded and the motion carried. At 9:24pm SSR moved to come out of Executive Session and ABG seconded. The motion carried. At 9:25 pm Karen Marcus made a motion to go into Open Session, SRR seconded and the motion passed. Amanda made a motion to verify the motions and actions accepted in Executive Session. Anne Siebecker seconded and the motion passed.

ADJOURNMENT: ABG moved to adjourn at 9:35pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, March 25, 2019 at 7:30 PM.

Respectfully submitted,

Karen Marcus, February 26, 2019

