

# **Library Assoc. of Ringwood Inc.**

Board of Trustees Meeting May 20, 2019

Ringwood Public Library (“RPL”)

## **OPEN SESSION**

**ATTENDANCE:** Amy Boyle Geisel (“ABG”), Anne Siebecker, Beth Conroy, Amanda Beth McCormick Gillman (“Amanda”), Karen Marcus. Interim Directors, Wendy Sandford and Heather Manley Caldwell were in attendance. Susan Rakosi Rosenbloom arrived at 8PM and Ed Thomas arrived at 8:30 PM.

**Absent:** Lauren Maguire, Linda Schaefer.

**Call to Order and Statement of meeting notice:** The meeting was called to order at 7:37PM 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, Borough Manager, and the RPL website. Notice was posted inside RPL.

### **Consent Agenda**

- I. **Approval of Minutes** 4/22/19 Board Meeting; Open Session and Executive Sessions attached.
- II. **Finance Committee** ; Committee working with Auditor and obtaining account balances.
- III. **Friends Report** : Well attended 5/11/19 Courtney Carbone free author visit, book signing and book sale fundraiser (K-3rd grades). May 6,2019 Friends financial report (2pgs.) attached, \$19,647.87 balance.
- IV. **Programing Committee:** Pianist Jackie Legg will perform on last Sat.of month.
- V. **Correspondence**– none

VI. **Building Maintenance; Tech., Roof, A/V, Ballasts and HVAC** – Several **ballasts** are still out; DPW advised. Borough Manager pricing out replacement of all remaining ballasts with LED fixtures. Borough Manager researching NJ energy grant for lighting upgrade.

**HVAC/Library Construction Bond Grant Committee** awaiting update from Borough Manager on cost projections from recommendations made in 3/13/19 Mechanical Walkthrough Report from Tricarico Architecture. Additional meeting with Tricarico, Committee, Borough Manager and Staff will be scheduled in late May/June. Needs survey sent to RPL from NJSL and returned with outline of HVAC project and \$310,000+/- price estimate. Awaiting Grant protocol information, anticipated early Summer, 2019.

**Tech.3** laptops are no longer functioning. Tech Supervisor requests 3 new laptops with Windows 10 and 1 Mac laptop.

VII. **Update to Policies Appendix K: Friends Operating Agreement** (3 pages annexed) Approved by Friends at April 2019 Meeting. Board approval required.

VIII. **Co-Interim Directors' Report** (2 pages, annexed), **Children's Programs Report** (1pg.annexed), **Technology Supervisor Monthly Report**(1pg.annexed), **Adult Services Report**(1 pg.)

IX. **\$233.73 Grant application to Friends of RPL from Tech. Supervisor** (2 pgs. annexed). Application approved by Friends on 5/8/19. Board approval required.

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.

Amanda made a motion to accept items 2-9 in the Consent Agenda and Anne Seibecker seconded and the motion passed. Karen Marcus made a motion to accept Consent Agenda item I. - the Minutes of April 22 and Susan RR seconded. Amanda abstained from the vote on the Minutes and the motion passed.

## **Committee Reports:**

**Finance:** Amanda explained about payments from the Borough, which vary depending on the time of year. She suggested that the library have a surplus of \$70,000 to make transitions smoother and to pay all bills on time. Amanda took issue with #2 D in the Financial Report section of the Consent Agenda and has updated the language. In section 4, she suggested that it read: \$500 and/or restricted donations of concern.

ABG made a motion to amend Policy III. Finances 5. Gifts and Donations and D.Financial Reports, 3. And 4.to conform to the language suggested by the Finance Committee and Staff. Anne seconded and the motion carried.

**Children's Area Upgrade:** Amanda discussed the desire to recycle the round tables by adding extension legs and moving to YA. Discussion ensued regarding need for DPW help in unloading, assembling and moving new furniture on delivery. Due to illness and other delays, the delivery of the furniture has been pushed back.

**Hiring Committee:**Discussion ensued regarding terms of employment for new Director re NJLA guidelines and RPL Policies. Karen Marcus made a motion for ABG to offer Dan Parker of Clarion, PA the position of Director pursuant to the terms discussed; after his past employment, references and degrees are verified. SSR seconded and the motion carried unanimously.

**NJ Library Bond Grant Committee:** See Consent Agenda. PJM suggests that work be done in the spring or fall.

**Strategic Planning:** The Fundraising/Advocacy Committee will take over the list of survey responders and attempt to recruit volunteers, donations and expand on suggestions.

**Fundraising/Advocacy Committee:** This group is working on a fundraising plan and developing talking points for Board members who attend Council meetings. Discussion ensued about the need for a presence on the website.

**Public Hearing:** There was no session as there was no public.

**Executive Session:** None.

**Board Comments:** Amy BG congratulated Kristine Gubbins on her engagement to be married.

**Directors' Comments:** Wendy discussed Pals Plus negotiations with Belleville and Union City libraries. The Interlibrary delivery service (Library Link) is in place until the end of the year.

**Old Business:** Heather Caldwell will get quotes to replace the laptops, PC's.

**New Business:** none

**ADJOURNMENT:** The meeting adjourned at 9:05pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, June 24, 2019 at 7:30 PM.

Respectfully submitted,

Karen Marcus, June 18, 2019