

Library Association of Ringwood Inc.
Board of Trustees Meeting April 23, 2018
Ringwood Public Library (“RPL”)

OPEN SESSION

ATTENDANCE: Amy Boyle Geisel (ABG), Heather Nemeth (HN), Heather Manley Caldwell (HMC), Karen Marcus (KM), Lisa Straubinger (LS), Anne Siebecker (AS). Amanda Beth McCormick Gillman (ABMG) arrived at 7:46 PM

Public: Wendy Sanford (WS), Laura Henderson (LH)

Absent: Susan Rakosi Rosenbloom (SRR), Director Elise Bedder (EB), Ed Thomas (ET)

Call to Order and Statement of meeting notice: The meeting was called to order at 7:35 PM by President Amy Boyle Geisel 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 the library.

Minutes: Discussion took place. KM made a motion to accept the Open Session Minutes with amendments of March 26, 2018. HMC seconded. The motion carried. KM made a motion to accept the Executive Session Minutes with one amendment of March 26, 2018. ABG seconded. The motion carried.

Treasurer’s Report: Public hearing on town budget on May 15th. Library representative to attend to be present, listen and report back. Notes were made on reports received from EB. Budget looked over very carefully to make necessary cuts to meet budgetary cuts from the town to the library budget. Discussion took place over line items. EB sent over to the Borough to keep them apprised of where the library is at.

Budget presented for approval. ABG made a motion to approve the budget. HN seconded. Motion passed.

Correspondence: ABG received a phone call from Scott Heck about a staff member losing a family member. ABG read emails from Director regarding surveillance arches and patron counter system. ABG will follow up with Director on new purchase rather than repair of antiquated arches.

Committee Reports:

AV update: Friends met on April 12, 2018 to approve funding up to \$15,000 for the AV system. A celebration is in the works to introduce the new equipment. Old equipment needs to be checked by EB to see if it belongs to the Borough. If so, the Borough needs to be contacted to determine what will be done with old equipment.

Strategic Planning: Information reflected in March 26, 2018 minutes reflects where the committee is currently. Next meeting will be held on May 17, 2018. A member resigned from the committee.

Library Concepts: Meeting held on April 17, 2018. The committee met to look over the options and narrow down choices.

Friends Report:

- The President resigned due to miscommunication with Director. Current VP will lead up to Sept.2018.
- Looking to restructure the Friends to encourage people to come. Possibly have meetings to prepare for events instead of monthly meeting.
- Escape from the Library fundraiser on 4/14/18 brought in \$855.00. Lots of positive feedback. Event well received.

- Possibly more Stuffed Animals Sleep Over fundraisers in future.
- Berta's Event - November 16, 2018.
- Arduino Program - Rec Department will decide if they will take over. ABG in communication with Ryan LaCorte.
- New form: Request for Funds from the Friends. Form now needs approval from the Board. Discussion ensued. HN made a motion to okay the new form for funds request. ABMG seconded. Motion passed. HN made a motion to approve that the Friends can fund a staff request up to \$300 without approval from the Board and up to \$200 for Friends use without approval from the Board. ABMG seconded. Motion passed.
- AS will reach out through social media to encourage some new volunteers.
- Friends Facebook page will be taken down. Future discussion will take place to see if this is needed.

Public Hearing: KM made a motion to go into Public Session at 8:24 PM. HMC seconded. The motion carried. WS has been promoting the Friends at library programs. It was suggested to possibly hand out a flyer at library events to explain the organization more. Or have Friends members at events to answer questions about the Friends. Discussion ensued in regards to RPL program advertising. AS suggested to hang a sign that encourages people to take a picture of the flyers to cut back on copies. Dyson to deliver STEAM program supplies in form of Dyson machine in September to LH for kids to take apart and put back together. ABG made a motion to come out of public session at 8:35 PM. KM seconded. The motion carried.

Board Comments: ABG was told by Scott Heck that there would be an energy audit of the library. AS gave details on GREEN TEAM efforts

and audit program; 70% funded by grant, 30% of any recommended improvements would have to be paid for by RPL. Program provided by PSE&G. Concerns were raised over the traffic in the parking lot. ABG requested directional arrows be painted on pavement to direct traffic and replacement flags be provided by Borough. ABG and SSR spent an hour watching traffic to/from RPL during 'Clean Up Ringwood' effort.

Director's Report: Discussion ensued in regards to report provided. Questions about current weeding process.

Old Business:

- Employee handbook - a draft of a new handbook has been made through free legal council. ABG to look over, discuss with Director and report back in May
- Septic System - another clog in April.
- Rug Cleaning - Per Borough, should happen in the next couple of weeks. Working on quotes.
- Disaster plan - question was asked where we are in the process; do we have exit plan for staff? Do we have emergency drills - fire drills? . To be revisited at the next meeting. ABG to follow up with Director.

New Business:

- ABG inquired of LH if staff would like to use Arduino kits; please relay to Friends. If not, Friends may try to sell to Rec department.
- The Board members need to reach out to EB for every meeting to inform her that copies of Meeting docs aren't needed. AS and ABMG would like to save on paper.

Unpaid Bills: ABG made a motion to pay the unpaid bills. HN seconded. The motion passed.

Executive Session: At 8:55 PM ABG made a motion to come out of open session. KM seconded. The motion passed. At 8:56 ABG made a

motion to move into Executive Session. HMC seconded. The motion passed.

ABG made a motion to come out of Executive Session at 10:15 PM. KM seconded. The motion carried. At 10:16 ABG made a motion to go into Open Session. KM seconded. The motion passed. ABG made a motion to approve all matters voted on in Executive Session. HN seconded and the motion carried.

Adjournment: ABG made a motion to adjourn at 10:17pm. HMC seconded. The motion passed. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, May 21, 2018 at 7:30 PM.

Respectfully submitted,

Lisa Straubinger, Secretary
April 23, 2018