

Library Association of Ringwood Inc.
Ringwood Public Library("RPL")
Board of Trustees Meeting
Remote/Zoom - Covid19 State of Emergency
April 27, 2020 - 7:30pm
Regular Session

ATTENDANCE: Anne Siebecker, Amanda Beth McCormick Gillman, Susan Rakosi Rosenbloom, Lauren Maguire, Linda Scafer, Jessica Einreinhof, Amy Boyle Geisel, Elizabeth Conroy, Dan Parker. ABSENT: Edward Thomas

CALL TO ORDER AND STATEMENT OF MEETING NOTICE: The meeting was called to order at 7:36PM by President Amy Boyle Geisel (ABG) and she read the following statement:Executive Order 103 dated 3/9/20 of his Honor Phillip Murphy, the Governor of the State of New Jersey ("Governor Murphy") declared a Public Health Emergency and State of Emergency in New Jersey due to the Covid19 virus Pandemic. In recognition of the State of Emergency and after consultation with the Ringwood Borough Council, Ringwood Borough Manager and Health Dept., the Ringwood Public Library was closed to the public at 5pm, March 13,2020. In conformance with Executive Order 107 para.9 h.dated 3/21/20 of the Governor, the Ringwood Public Library will remain closed until further Executive Order. Accordingly, the regularly scheduled Board Meeting of March 23,3030 was cancelled.

In that the Library is closed and public meetings are not safe, this Meeting will be held on the internet and open to members of the public on April 27,2020, 7:30pm via the Borough of Ringwood Zoom Account, via information sent from RPL Tech.Supervisor or registration with Library Director via Event Keeper at www.ringwoodlibrary.org.

This meeting is in accordance with P.L. 2020, Ch.11, approved 3/20/20, Assembly, No.3850; known as the Emergency Amendment to the Open Public Meetings Act.

CONSENT AGENDA

1. Approval of annexed Minutes of Feb.26,2020 Board Meeting; 4 pgs..
2. \$216,217.10 in Fidelity- Cap.Project Reserve accounts (7.5% approx.decrease in value because of the state of the stock market)
3. Approval of annexed 2 pg. Director's Report d.4/21/20.
4. Authority for the Director to pay all bills and payroll in accordance with approved annual Budget and in the course of ordinary business and/or as approved by the Board.

Consent Agenda Approval: Amanda Beth makes a motion to approve the consent agenda, Susan seconds. All approved.

REGULAR AGENDA

Friends -

- Lisa M.Fadini Esq Walker & Hern, LLC, ProBono Attorney created the 501c3 non profit corp.'The Ringwood Public Library Foundation a/k/a RPL Foundation' with Fed'l Tax ID No. 85-0749818 for Friends of Library. Proposed mission statement: 'Our Mission is to secure financial and in kind donations for the Ringwood Public Library programs, services, collections and capital projects.' Eileen Manley is working on a draft of ByLaws/Constitution. Friends will vote to approve Mission Statement, By Laws and division of labor, funding. 1 Trustee is needed now to finalize creation of the corp. AmyBG is 'Designated Agent' for corp . Dan will reimburse Lisa Fadini \$75 she spent to file docs of incorp. with NJ.

Susan motions to approve the draft mission statement. Linda seconds. All approved.

- 3/28/20 St.Patrick's Parade family fun event cancelled.
- 'Jazz Cafe' series shows were cancelled. We will try again next year.

Susan motions to move into a public session. Anne seconds. All approved.

PUBLIC SESSION

- Wendy expressed her appreciation of the board on behalf of herself and her colleagues.
- Linda and Susan thanked Dan and staff for all their hard work.
- Lauren expressed enjoyment of the email blasts.
- Susan requested feedback from patrons from Dan and Wendy- they noted a spike in Hoopla and website visits, email blasts are getting more opens, and there have been a few requests for Library cards. Heather has been communicating with schools
- At this point ABG confirmed there was 1 member of the public present, and no emails from the public had been received.

Linda makes a motion to leave the public session. Lauren seconds. All approved.

REGULAR SESSION

- Board comments: ABG attended a webinar of employment law- she will send out the relevant information to Board Members. Our regards to Ed Thomas, a respiratory therapist who goes to work each day and saves lives. Stay safe Ed and thank you for what you do. Our thanks to Linda Schaefer who as the Mayor of Ringwood serves as a vital link between our local government and our residents; those in need and those that can provide help as needed. I hope that all of our Board members, staff and patrons are following the Governor's Orders and staying safe and are healthy - at home.
- Directors Report:
 - NJ Library Construction Bond Act ('NJLCBA'), Dan met with Tricarico for a new site survey. Waiting for new specs to send to PJM for a quote on the new roof and 1 AC unit. June 5,2020 is the new deadline for application.

- Dan is looking into ordering PPE masks for staff
- Dan spoke with Scott Heck regarding cough guards- Scott is working to take care of this
- Dan said that staff indicated a desire for face visors during their zoom meeting
- The fundraiser mailing is boxed and ready to go- Dan suggests re-printing the cover letter to make it more timely and to consider it an open project at this point- mailing date TBD-Decision tabled to May meeting
- Dan mentioned all the hard work his staff has done with outreach and innovative programming
- PALS meeting- they may switch to monthly billing for HOOPLA
- The state has provided summer reading at no cost to the library
- The Library has purchased their own Zoom license.
- Discussion ensued over how to get more fiction and digital resources to patrons
- ABG asked Dan if we are current on our checks from the Borough- we are now- expecting the next check within a week.
- Susan asked Dan his ideas for re-opening: he stressed it will not look like a community center for a while and he will be looking for recommendations from the Board of Health. Discussion ensued.
- Dan and Wendy are working on a written document deciding how to handle situations where patrons are disregarding social distancing procedures.
- New Committee formed: Susan, Jessica, and Anne to help with future alternate plans- would a staff member care to join? Name of committee TBD

OLD BUSINESS

- Fundrasier mailing was tabled until May
- Dan is working on the NJ bond act

NEW BUSINESS

- Re-opening- was discussed during Directors report
- Payroll- Dan will follow up with our Payroll company to see if we qualify for stimulus payment

Amanda Beth motions we adjourn the meeting. Anne seconded. All approved. Meeting adjourned at 9:11

The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, May 18th ,2020 at 7:30pm via Zoom.

Respectfully submitted,
Beth Conroy
April 29,2020

Approved 5/18/20