

Library Assoc. of Ringwood Inc.
Board of Trustees Meeting April 22, 2019
Ringwood Public Library (“RPL”)
OPEN SESSION

ATTENDANCE: Amy Boyle Geisel (“ABG”), Anne Siebecker, Beth Conroy, Lauren Maguire, Linda Schaefer, Susan Rakosi Rosenbloom, Ed Thomas, Karen Marcus. Interim Director, Wendy Sandford was in attendance.

Absent: Amanda Beth McCormick Gillman (“Amanda”),

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** 3/25/19 Board Meeting; Open Session attached. No Exec.Session.
- II. **Finance Committee;** \$662,400 in Library aide per Ringwood Borough budget.
- III. **Friends Report:** 5/11/19 Courtney Carbone free author visit, book signing and book sale fundraiser (K-3rdgrades)flyer attached, they will need volunteers that day; Annual Book Sale 10/13/19-10/19/19.
- IV. **Programming Committee:** Working to schedule piano performances Saturdays 3-4pm, tentative dates are 10/26/19, 12/21/19,2/15/20,4/25/20 and 5/23/20. Fabiola Leone has been contacted and efforts to tune piano are underway.
- V. **Correspondence**– none
- VI. **Building Maintenance; Tech., Roof, A/V, Ballasts and HVAC**– No new leaks in roof. Several ballasts are still out; DPW advised. HVAC/Library Construction Bond Grant Committee seeks approval of payment of annexed Tricarico invoice d.3/31/19 for \$5008.40 once Borough submits Purchase Order to RPL for payment of same. By way of Committee update, 5pg.3/13/19 Mechanical Walkthrough Report from Tricarico Architecture annexed.
- VII. **Updates/Amendments to Policies (7 documents, 13 pages):**
 - a. Policy IV Lending Policies - amended C.2.a-b, f to provide updated information (2 pgs).
 - b. Policy VI Fines and Charges - fine amounts are updated per PalsPlus (2pgs).

- c. Replacement Costs - amounts are updated per PalsPlus (1pg.).
- d. Policy X. Use of Community Room -1.2.4.6b. were previously amended by the Board. 6e is new language regarding advance notice for use of new A/V system in large basement room (3pgs).
- e. NEW Policy XXIX 3D Printing (1pg.) per recommendation of Tech Supervisor.
- f. Appendix F - new information per PalsPlus (2pgs.).
- g. Table of Contents - updated to reflect above changes and new Policy XXIX (2 pgs.)

VIII. **Resolution for Board restricted reserve account 2 pg.** This new Resolution replaces 8/2017 Resolution where monies on deposit with Fidelity were designated for emergency operations only. This Resolution designates \$157,000+/- in 3 accounts with Fidelity for use of purchasing new HVAC system.

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.

Karen Marcus made a motion to accept the Consent Agenda and Beth Conroy seconded. The motion passed. Linda Schaefer and Susan Rakosi Rosenbloom abstained from the vote on the Minutes in the Consent Agenda.

Committee Reports:

No Finance Committee report this month.

Children's Area Upgrade: Amanda submitted a report regarding some final changes in the order. A final invoice, payment and delivery of the furniture is anticipated in 30 days.

Hiring Committee: Two rounds of video conferences have taken place with one more conference on April 26. Two or three candidates will be asked back for a personal interview with the full Hiring Committee. A plan for the personal interview process was presented by Susan Rakosi Rosenbloom.

NJ Library Bond Grant Committee: see Consent Agenda. PJM will put dollar amounts to the items needed. Amy BG reported the

grant application and estimates need to be well prepared due to the competitive nature of this grant.

Building Update: Lighting ballasts are breaking down resulting in a noxious odor. Police were called and the library was evacuated, aired out and closed. Replacement of this lighting system to LED will cost approximately \$30,000.

Strategic Planning: The survey has been sent to all Town Hall attendees asking Association members to become library volunteers and serve on committees. The Fundraising/Advocacy Committee will take over the list and call the volunteers with suggestions for committees that need help.

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

Public Hearing: Karen Marcus made a motion to go into Public Session at 8:30 and Anne Siebecker seconded the motion, which passed. At 8:31, ABG made a motion to go out of Public Session and Karen Marcus seconded. The motion carried.

Board Comments: Amy BG mentioned the pending per capita library legislation in the State Assembly and asked Board members to call Representatives Auth and Schepisi, as well as State Senator Cardinale.

Directors' Comments: Wendy discussed the closing of the Preakness Branch of the Wayne Library and asked if there were any needs for shelving, etc. Wendy and staff thank the Friends for providing a breakfast spread in honor of National Library Month. The theme was libraries as strong communities. Wendy

mentioned the need for a portable leaf blower. ABG agreed and suggested that Wendy purchase what the library needs.

Old Business: The auditor materials will be gathered and delivered to the auditors by the end of April.

New Business: none

Executive Session: At 8:52 ABG moved to come out of Open Session, Karen Marcus seconded and the motion passed. At 8:53 Karen Marcus made a motion to go into Executive Session. ABG seconded and the motion carried. At 8:56 Karen Marcus made a motion to go into Open Session, SSR seconded and the motion passed. Ed made a motion to verify the motions and actions accepted in Executive Session. Anne Siebecker seconded and the motion passed.

ADJOURNMENT: The meeting adjourned at 8:57pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, May 20, 2019 at 7:30 PM.

Respectfully submitted,
Karen Marcus, April 23, 2019
Approved as amended 5/20/19