

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting Aug.24, 2020 - 7:30pm  
Hybrid; Zoom and in person - Covid19 State of Emergency  
Open Session Minutes

**Attendance:** Amanda Beth McCormick Gillman, Susan Rakosi Rosenbloom, Jessica Einreinhof, Amy Boyle Geisel, Ed Thomas, Kathryn Grant, Anne Siebecker (by Zoom via laptop on display and speakers) Library Director Dan Parker.

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

**Members of the public in attendance:** Heather Manley Caldwell, Wendy Sandford.

**The meeting was called to order at 7:38PM 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, Borough Manager, and the RPL website. Notice was posted inside RPL.

By Executive Order 103 dated 3/9/20 of his Honor Phillip Murphy, the Governor of the State of New Jersey ("Governor Murphy") a Public Health Emergency and State of Emergency was declared 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. By Executive Order 153 d.6/9/20 Governor Murphy rescinded certain portions of Ex.Order 107. By Admin.Order 2020-15 dated 6/13/20 of Col.Patrick J.Callahan, the Director of Emergency Management, public libraries in NJ were permitted to provide materials to patrons via curbside service effective 6/15/20. The 10 page Reopening Plan for the RPL was approved on 6/15/20 and the Borough Health Dept.and Manager authorized lobby service pursuant to that Plan to commence on June 22, 2020. By Ex.Order 157, Gov.Murphy authorized public libraries to reopen with limited capacity, physical distancing, masks and other safety protocols. By Ex.Order 171 d.8/1/20, Gov.Murphy extended the Public Health Emergency and State of Emergency in NJ created by Ex.Order 103 without end date. The Ringwood Public Library building will remain closed to patrons until its Reopening Plan is fully implemented and upon further guidance from the Ringwood Health Dept.

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. Members of the Public are welcome to attend via the Ringwood Public Library Zoom account via registration with the Library Director via Event Keeper at [www.ringwoodlibrary.org](http://www.ringwoodlibrary.org). Members of the public are welcome to submit comments or questions regarding this Meeting via [publiccomment@ringwoodlibrary.org](mailto:publiccomment@ringwoodlibrary.org). Six Board members, the Director and two members of the public were in attendance inside the Library, physically distant from each other and wearing masks. One Board member was in attendance via Zoom, with a laptop and speakers facing the Board members inside RPL.

## **I. Consent Agenda**

1. Approval of annexed Minutes of July 27, 2020, 2020 Board Meeting, 4 pgs.;
2. Approval of the Director's Report dated Aug. 14, 2020 (1 pg.).

+ = 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 of the Consent Agenda after the Chair inquires. The Consent Agenda is adopted with a motion, second and vote. Items removed from the Consent Agenda can be discussed separately.

There being no question or comments regarding the items on the Consent Agenda, Amanda Beth made a motion to approve the Consent Agenda, Anne seconds and the motion passed unanimously.

## **REGULAR AGENDA:**

**I. Friends** - Dan gave an update from 8/12/20 Meeting of Officers, Director and Board liaison. Decision made to postpone Book Sale, and move forward with Fall fundraiser mailing once Library reopened to patrons.

**II. Public Hearing:** Dan advised that no emails were received from the public regarding tonight's meeting.

*Susan made a motion to move into Public Hearing, Amanda Beth seconds the motion and the motion passes.* Susan asked Wendy Sandford for an update on concerns shared with her by librarians in other NJ public libraries that have reopened. Wendy advises that those librarians are not using self service kiosks and do not have Reopening Plans. Wendy expresses confidence in protocols outlined in the RPL Reopening Plan. Discussion ensues.

*Ed makes a motion to move out of Public Hearing and back into Regular Session, Susan seconds and the motion passes unanimously.*

**III. Board Comments:** S.W.O.T. Analysis of Board. Susan and Anne offer to make inquiries for an experienced volunteer facilitator. Dan offers his services. Discussion ensues. Anne expresses concern over failure of Board Committees to meet or report. Discussion ensues regarding Fundraising and Advocacy Committee and committee structure. Committee structure and tasks will be addressed at S.W.O.T. workshop(s). Susan and Anne will report back to the Board on recommendations for facilitators.

**IV. Director's Comments:** PJM has come in once to reboot the AC system. Self checkout kiosk was delivered and PalsPlus will coordinate programming with the existing check out system. Staff will receive training on new kiosk. Lobby side service usage continues to increase.

## **V. Old Business:**

- Fundraising mailing - 'Drive In' movie fundraiser is on hold until safety protocols in parking lot can be implemented by Borough. Dan advises that the \$5000 grant received from NJ Humanities covers the printing/ mailing costs for the Fall fundraising mailing. Dan will re-write the cover letter to address new self service kiosk, reopening and current Library services/educational resources. Discussion ensues.

- NJ Library Construction Bond Act ('NJLCBA')- RPL application 'in review' per Dan. Awaiting the next stage of process.
- Building maintenance: no leaks or power outage during recent tropical storm.
- Reopening - Dan gives update on next steps per Plan.
- Trustee position: no Board members wish to be Recording Secretary. Discussion regarding the option to pay staff member to act as Secretary for Open Sessions. Amanda Beth makes motion to pay Admin.Assistant at hourly rate to transcribe Board meeting minutes from Open Session either by listening to Zoom meeting recording or by attending meeting, Ed seconds and motion passes unanimously. Discussion ensues regarding Board members taking turns to transcribe Executive Session Minutes.

**VI New Business:**

- Status of employment of Admin.staff member MaryEllen D'Elia. Director advises that MaryEllen was served with a RICE notice and that she chose to have this discussion in Open Session. Ms.D'Elia was a new hire and has been on probation for 6 months. Director highly recommends that this employee be made a permanent, part time employee after an overwhelmingly positive review and staff feedback. Discussion ensues regarding hours to be worked per week, compensation, benefits. Ed makes a motion to approve making MaryEllen D'Elia a permanent, part time employee as an Administrative Assistant per RPL Policies, Susan seconds and the motion carried unanimously.
- All Board members in attendance acknowledge receipt and review of the 2 pg.document 'Imagining the New Year' and 4 pg.document entitled 'Administrative Goals 2020-2021' created by the Director.

**VII. Executive Session:** At 8:36pm Ed makes a motion to move out of Regular Session and to go into Executive Session. Susan seconds the motion and the motion passes unanimously. Wendy and Heather leave the Library. Dan goes into his Office and shuts the door. Anne Siebecker remains on the Zoom feed during the Executive Session.

- Executive Session Minutes of July 27,2020 Board Meeting (2 pages).
- Staff member served with RICE Notice. Review Committee to give their report and recommendations.
- Goals for Director

At 10:07pm Ed makes a motion to return from Executive Session back into Regular Session and upon return, to verify and accept all motions and votes made during Executive Session. Susan seconds the motion and the motion passes unanimously. At 10:08pm Dan Parker returns to the room. At 10:09pm Amy makes a motion to adjourn the meeting, Kathryn seconds and the motion carried unanimously.

ADJOURNMENT: The next regular meeting of the Library Assoc.of Ringwood Is Sept 28,2020 at 7:30pm via Zoom/online Meeting - until further notice.

Respectfully submitted,  
Amy Boyle Geisel  
Approved 9.28.20