

**Library Association of Ringwood Inc.**  
Board of Trustees Meeting August 27, 2018  
Ringwood Public Library (“RPL”)

*OPEN SESSION*

**ATTENDANCE:** Susan Rakosi Rosenbloom (SRR), Karen Marcus (KM), Lisa Straubinger (LS), Heather Nemeth (HN), Director Elise Bedder (The Director), Heather Manley Caldwell (HMC), Ed Thomas (ET)

**Public:** 1 member of RPL staff in attendance;

**Absent:** Amy Boyle Geisel (ABG), Anne Siebecker (AS), Amanda Beth McCormick Gillman (ABMG),

**Call to Order and Statement of meeting notice:** The meeting was called to order at 7:35 PM by Vice President HN 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.

**Approval of Minutes:** LS informed the Board that ABG and HMC made some revisions to the Minutes to update some information in preparation for the meeting. KM made a motion to approve the open session minutes as amended from July 23, 2018. SRR 2nd. ET abstained. Motion passed. LS made a motion to approve the executive session minutes from July 23, 2018. KM 2nd. ET abstained. Motion passed.

**Treasurer’s Report:**

- Discussion took place about the discrepancy in totals on the summary sheet vs. the balance sheet. The discrepancy is due to amounts being reported before checks clear. HMC suggested

putting the reconciled amount on the balance sheet to represent what has been put into the account. Board is interested in the reconciled amount on any account. TD Bank number is the reconciled number.

- SRR questioned the \$2000.00 line item about the website. HMC reported the \$2,000.00 is what is budgeted for the website. The Director will be looking into what the money has been paid for website maintenance. - The financial committee will be meeting on September 8, 2018 and will clarify this line item then.
- Line item Liabilities & Equities - still unsure of what this is. It has been carried over and doesn't affect what we do, but the financial committee is still researching its purpose.

### **Correspondence:**

- A thank you was received from Amy Boyle Gisel for the gift basket that was received after her father's passing.

### **Committee Reports:**

**Building Committee/Creative Library Concepts:** The Director shared invoices for the furniture to be ordered for the children's section of the library. The staff committee had weeded through the vast amount of samples and then shared the results with the rest of the committee. The invoices were for all the wooden products which are being considered Phase 1 of the renovation. The total for Phase 1 is \$22, 714.00, \$714.00 above the budgeted funds. SRR was surprised by the pricing of some shelving and suggested hiring someone to build the shelves as a possible savings. Discussion took place with the suggestion of possibly tabling the shelving from the plan. The Director asked if there will be funding for a phase 2. The Director and staff considered some donations of

furniture from St. Catherine's, but it ended up not being in very good condition. The Director also asked if the old library furniture should be donated. The budget was reviewed. There is \$22,000 in the TD Account. Phase 2 would cost approximately \$33,000.00. Discussion took place about revamping Phase 1 to include some of the cushioned seating and ending the project there. SRR brought up the concern that this project was only for the children's section and didn't leave any room for a teen section. SRR also pointed out that we don't have a comparison quote from another vendor for the project. Discussion took place of utilizing some of the money in reserve to cover the cost of the entire project. There was concern that the library budget may have to cover other building needs in the future due to cutbacks so the reserved monies should not be used for this project. ( PJM AC charged approximately \$10,000.00 - and was paid for by the Borough, but concern raised over whether this money will be paid by Borough- if similar repairs needed next year. ) The Director will ask Nancy from Creative Library Concepts for a new estimate based on incorporating the cushioned seating into the original plan that consisted of only wooden furniture. She will report back at the next meeting. Approval of the excess amount needed for this project has been tabled for the next meeting after the Board is given a revised quote.

**Strategic Planning:** SRR and KM are working on a 1-2 page summary of the strategic plan to share with the public. The summary will be placed on the library website. The committee is planning on using social media to promote the Town Hall Meeting. The Director shared how in her discussion with Richmond Rabinowitz of The Support Center ("Richmond") and ABG that it would be beneficial to separate the donation mailing from the Town Hall mailing. Discussion ensued. There was concern about who the mailings would go to and the cost. SRR

asked if the copies could just be made at the library. The Director said she wasn't sure the service would just fold and send the mass mailing; that copying it as well was part of the fee. The Board and the Director felt it was best to do only one mailing for donations and use other ways (website, email blast, town digital sign, etc.) to promote the Town Hall Meeting. The Director mentioned that it was recommended in her discussion with ABG and Richmond that the donation letter go out in November/December. The Board was concerned that would be too late. The October 1st cutoff date for membership with voting rights will be put on the library website and in the Director's newsletter. Donation letter going to be updated to include the Oct. 1st date as well as the date of the Town Hall Meeting and the Book Sale. KM made a motion to approve funding of a fundraising letter via mass mailing to be sent by Skyline Graphics. HN 2nd. Motion passed.

**Friends Report:**

- No report as there was no meeting. Next meeting of the Friends is September 13, 2018.
- RPL staff will man a table at Town Day. Staff will be paid for their time. KM volunteered to assist on behalf of the Friends.

**Public Hearing:** LS made a motion to go into Public Session at 8:38 PM. KM seconded. The motion carried. Nothing was discussed during public session. LS made a motion to come out of public session at 8:38 PM. ET seconded. The motion passed.

**Board Comments:**

None

**Director's Report:** Discussion ensued in regards to report attached.

- The Director is working on editing the Disaster and Evacuation manual.
- Discussion took place on how often fire drills should take place. KM made a motion to have fire drills take place quarterly. HN 2nd. Motion passed.
- Discussion took place on what other types of drills should take place (emergency weather, active shooter). As of this time fire drills will be the only ones.
- Staff evaluations have all been completed.
- An incident took place where 2 employees felt ill at ease when a patron came in on two different occasions and made the employees uncomfortable with what was said to them and with how close the patron was getting to them. Staff worried about calling the police. After this incident the Director STRESSED with the staff the importance of calling the police or 911 and either speaking directly to them or leaving the phone off the hook so the interaction can be heard. It was also clarified for the staff what constitutes a phone call to the police/911 and when the panic button should be used.

**Old Business:** None

**New Business:** None

**Building Maintenance Systems:** The Director, HN, HMC and ABG met with the Borough Manager and CFO to speak about protocols on when/how to contact the Borough, funding for the Library, the building itself and its condition. Issues discussed were ongoing costs of building maintenance, repairs, system replacement and Library funding.

**New AV System:** The system is still not complete even though it is paid for in full. The Director will meet with the Tech Supervisor to iron out the details. Hole in wall for outlet below screen is still open, uncovered. Vendor should be advised and asked whether that hole is necessary or can be covered by plate by DPW. Going forward The Director will take over contacting the company.

**Technology:**

- New routers are in after the AV system went in.
- Old and new iPads are in the children's section.
- The Director speaking with Jim Dwyer to get quotes on 2 new computers. The Director has a new computer as this was the recommendation for security reasons.
- The Director has software that allows her to check on the boiler.

**Grants:** Better World Books - Grant for \$3700.00 to become a repository for the items needed to support the Head Start Program run by the Center for Family Resources (CFR). SRR asked how families would know the items were available. Information would be communicated to the families through the CFR, by having an Open House, and listing it on their website. The library is working with Elaine Ruhl on this project.

Library Link Grant - \$500.00 to be used for staff development if received. --- working on this grant.

The staff is looking into a possible grant money from Foundation.org suggested by Amy Jolin.

**Unpaid Bills:** HMC made a motion to pay the unpaid bills. KM seconded. The motion passed.

**Executive Session:** At 9:11 PM KM made a motion to come out of open session. ET seconded. The motion passed. At 9:11pm KM made a

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

LS made a motion to come out of Executive Session at 10:24 PM. HMC seconded. The motion carried. At 10:24PM LS made a motion to go into Open Session. HMC seconded. The motion passed. KM made a motion to approve all matters voted on in Executive Session. SRR seconded and the motion carried.

**Adjournment:** KM made a motion to adjourn at 10:26 PM. ET 2nd. Motion passed The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, September 24, 2018 at 7:30 PM

respectfully submitted,

Lisa Straubinger, Secretary  
August 27, 2018