

Library Association of Ringwood Inc.
Ringwood Public Library- Haff Community Room
Board of Trustees Meeting
February 24, 2020 - 7:30pm
Regular Session

ATTENDANCE: Lauren Maguire, Linda Schaefer, Dan Parker, Amy Boyle Geisel (ABG), Edward Thomas, Anne Siebecker, Jessica Einreinhof, Susan Rakosi Rosebloom, Amanda Beth McCormick Gillman

Call to Order and Statement of Meeting Notice:The meeting was called to order at 7:35PM by President ABG 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+

1. Approval of annexed two sets of Minutes of Jan.27,2020 Board Meeting; 4 pgs.Regular and 2 pgs. Executive Sessions.
2. Friends Financial Ledger 1 pg., d. 2/8/20 \$23,799.26 balance.
3. Approval of annexed 1 pg. Director Report, 1 pg.Children's Area Report, 1 pg.Adult Services Report and 1 pg.Technical Services Report.
4. Director seeks authority to execute the attached four documents: Resolutions I and II, 1 pg. Certification Statement, 3 pgs.Checklist. Director seeks authorization to submit an application for a grant pursuant to the New Jersey Library Construction Bond Act ("NJLCBA")to seek 50/50 funding of the repair/replacement of the roof, an air conditioning unit and related repairs/renovations. NJLCBA title page, Resolutions I and II, Certification Statement, 3 pg.Checklist (7 pages total) are annexed.
5. Director seeks authority and approval for him to take all appropriate action necessary to fulfill requirements of the NJLCBA in preparing the application for that grant. This authority shall include the hiring of professional engineers/architects and contractors and to incur expenses up to and including \$10,000.00. This authority shall permit the Director to prepare and submit all necessary documents, certifications, plans, analysis,approvals, statements, cost estimates, schematics to apply under the NJLCBA (all items on 1 pg. Certification Statements and 3 pg.Checklist will not be needed due to the nature of the project and RPL status as Association Library).
*Asking Board Members to write letter in support of giving us the grant
6. Director seeks authority and approval for him to submit all necessary documents and expend up to \$25,000 in collaboration with the Borough of Ringwood in application for the 'NJ Clean Energy Program, Direct Install' grant (interior lighting and one 7.5 ton exterior air conditioning unit for a 70/30% funding match). Total Direct Install quoted cost to RPL Assoc.is approx. \$21,020.

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

Regular Agenda

1. Draft Employee handbook. 52 pages, attached. Drafted by ProBono Partnership employment law attorney Janette Levey Frisch, Esq. with input from AmyBG and Dan.: Discussion ensued regarding pronouns throughout the document- administrative assistant will change them to be gender neutral, addition of vaping to tobacco policy, vaccinations.
Linda moves to approve the document with the above mentioned changes on pronouns and vaping. Ed seconds. All in favor; motion passes.

2. Committee Reports:

Friends - AmyBG met with ProBono Partnership and retained free legal services of Lisa M.Fadini Esq., Walker & Hern, LLC, 60 Washington Street - Ste.102G, Morristown, NJ 07960, 201-220-9304, lisafadini@gmail.com to form a 501c3 non profit corp.for Endowment Group seperate from the Friends of Library. Steering committee meeting 2/21/20 to discuss division of labor, funding, mission statement, incorporation needs. Discussion ensued.

3/28/20 St.Patrick's Parade family fun event. *Baked goods and volunteer help needed.* Friends authorized expenditure of \$3500 to fund 'Jazz Cafe' series, 3 professional jazz concert series Sunday afternoons starting April - June, 2020. *Baked goods and beverages will be needed.* Discussion ensued.

Pared down the Number of meetings of friends with more sign up sheets- to encourage more attendance and participation in events. Next meeting March 11th

Amanda Beth motions to leave regular agenda and move into public hearing. Susan seconds. All approve; motion passes.

3. Public Hearing: Discussion regarding the incident at theFinklestein Library in Spring Valley and library safety in general.

Anne makes motion to return to regular agenda, Lauren Seconds. All approve; motion passes.

4. Board Comments:

ABG asked about the Family Place programming- Dan spoke.
ABG Federal Funding- email regarding budget cuts. See the ala.org website for a breakdown. Petition link.

Susan- Directors report question re: T-mobile hotspot which Dan addressed.

Amanda Beth- puzzle exchange thank you

5. Directors Comments:

Wiring was updated and is working well.

Staff comp time tracking sheet was developed by Dan

Thank you Linda- keeping Scott/The Borough informed re: goings on at the Library

Manual updates passed out

New Administrative Assistant is working out well

Approached re: AA meetings at the Library- not able to provide certificate of insurance. Would like permission to meet without insurance. Discussion ensued. Possibility to make it a Library program

Ringwood Friends of Music approached re: Beethoven and holding concurrent concerts with them. (Same performers; different music, different time, same day- half of costs would be ours- half of donations would then be ours)- would board be willing to discuss? Fundraising- bulk mail permit- can we borrow the Boroughs?

6. Old Business:
None

7. New Business:
None

8:59 ABG made a motion to adjourn the meeting; Beth seconded. Meeting Adjourned.

The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, March 23, 2020 7:30pm.

Respectfully submitted,
Beth Conroy

February 26, 2020

Approved 4/27/20