

**Library Assoc. of Ringwood Inc.**  
Board of Trustees Meeting January 22, 2018  
Ringwood Public Library ("RPL")  
*OPEN SESSION*

**ATTENDANCE:** Amy Boyle Geisel, Heather Nemeth, Heather Manley Caldwell, Ed Thomas, Karen Marcus, Susan Rakosi Rosenbloom, Amanda Beth McCormick Gillman, Anne Siebecker, Elise Bedder, Director, Wendy Sandford, Laura Henderson. Lisa Straubinger arrived at 7:50.

**Absent:** None.

**Call to Order and Statement of meeting notice:** The meeting was called to order at 7:37PM 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, WGHT, Channel 77, Borough Manager, and the RPL website. Notice was posted inside the library.

**Minutes:** Karen Marcus made a motion to accept the Open Session Minutes of November 27, 2017 with two amendments and Susan Rakosi Rosenbloom seconded. The motion passed. Anne Siebecker abstained. Heather Nemeth made a motion to accept the Executive Session Minutes of November 27, 2017 with one amendment and Susan Rakosi Rosenbloom seconded. The motion carried. Anne Siebecker abstained.

**Treasurer's Report:** see pages attached. Heather Manley Caldwell reported that the finances are in good order. The Budget Committee will meet next week. She suggested that we look at our investments with Fidelity in the coming year, put a note on the Fidelity account about these funds being reserved pursuant to Resolution of the Board. Amy Boyle Geisel asked for a committee to be formed to review investments to gain information about specific investments. A discussion about insurance will be tabled to February.

**Correspondence:** None.

**Board Reorganization:** The slate of officers is as follows:

President: Amy Boyle Geisel

Vice President: Heather Nemeth

Treasurer: Heather Manley Caldwell

Recording Secretary: Lisa Straubinger

Corresponding Secretary: Ed Thomas

Amy Boyle Geisel read the New Jersey Library Trustee Association Ethics Statement and swore in the Board of Trustees for 2018. Amy Boyle Geisel made a motion to accept the slate of officers for 2018 and Karen Marcus seconded. The motion passed.

Susan Rakosi Rosenbloom led a discussion about the article, "Board Basics", from the New Jersey Trustee Association website. She talked about the necessity for Board members to get more actively involved in the duties of the Board and to change the proceedings of the Board to a committee approach. Committees meet during the month and report back to the Board at regular meetings. Susan Rakosi Rosenbloom stated that she would like to see a Technology Committee to look into future purchases. The Director asked for a point person on each committee.

The following committees were created and or reviewed:

I. Facilities Committee- established sub committees;

Strategic Planning/Goals: \*Susan, Karen

Creative Library Concepts/ renovations: \*Heather Nemeth, Elise, Lisa, Anne, Ed.

Audio Visual System Upgrades: \*Karen, Eileen Manley

Technology: \*Ed, Susan, Laura, Heather Manley Caldwell

## II. Friends

Liason: \*Karen, Amy

Arduino/Children: \*Amy, Jessica E.

## III. Finance: established sub committees;

Healthcare/Insurance: \*Amy, Elise

Investments/ Financial Concerns: \*Amanda Beth McCormick  
Gillman, Heather Manley Caldwell, Maxine Green

Grants: \*Amy Jolin, Anne

## IV. Personnel: \*Heather N. Elise

## V. Programming: established sub committees;

Music: \*Ed, Karen, Elise

\*indicates contact person on Board

### **Committee Reports:**

**Goals Committee:** Anne Siebecker asked to be removed from the committee due to scheduling conflicts. The staff meets with Keith Timko to discuss strategic planning on February 6 from 7-9. The Goals Committee met in December and January to investigate the community's relationship and needs in

regard to the library. They will meet again on February 15 from 7-9.

Amy Boyle Geisel reported that the Superintendent of Schools reports that students in grades 2-4 fall behind in Language Arts during the summer months. She will look into addressing this need with a Ringwood teacher for a possible summer program in the library.

**AV Committee:** Eileen Manley and Karen Marcus represent the Friends on the AV Committee. They will present the quote from AVS Global to Boulevard Pro for a comparison.

**Friends:**

Stuffed Animal Sleep Over: January 26/27

Dine to Donate Maggie's: January 31

Club Sippycup: February 24

Dine to Donate Pizza One: March 13

St. Pat's Family Fun Event: March 24

Escape the Library: April 14

Fall Fundraiser Berta's Chateau: November 16

Arduino update: First session is finished. Second session is in process at Hewitt School. Heather Nemeth made a motion to authorize \$1400 to pay Bill Helphingstine for second session (January 24- March 14) grades 4-6. Susan Rakosi Rosenbloom seconded and the motion passed. The next level class in Minecraft and Python, will be held from March to May (hours to be determined) and the Friends and the patrons will share the cost (\$60 fee for each child). The Community Service Fund will be made available to those who are in need. Amy Boyle Geisel made a motion to authorize this program for \$1600 for 12 hours total over 8 weeks. Susan Rakosi Rosenbloom seconded and the motion carried. Amy Boyle Geisel made a

motion which Susan Rakosi Rosenbloom seconded to authorize \$1600 for an autonomous robotics camp to be held for four days, 12 hours during the summer. This level 3 class will charge \$60 per student in grades 5-7. Financial assistance will be made available.

**PUBLIC HEARING:** Amy Boyle Geisel made a motion to go into Public Session at 9:00 PM. Susan Rakosi Rosenbloom seconded and the motion carried. Wendy Sandford acknowledged the need for committees and offered different committee headings and the suggestion of sub committees.

Amy Boyle Geisel made a motion to come out of public session at 9:10 and Heather Nemeth seconded. The motion carried.

**Director's Report:** Elise Bedder produced annexed two pages for the Director's Report and a two page Technology Report from Laura Henderson. The Director reported that she is looking for grants for staff training.

**Payment of Bills:** None.

**OLD BUSINESS:** A discussion ensued concerning Association and Friends Dues. The decision was to accept the previous vote to raise the dues to \$10 each.

**New Business:** None.

**Executive Session:** At 9:18 Amy Boyle Geisel moved to come out of Open Session, Karen Marcus seconded and the motion passed. At 9:20 Karen Marcus moved to go into Executive Session. Amy Boyle Geisel seconded and the motion carried. At 10:06 Amy Boyle Geisel moved to come out of Executive Session and Heather Manley Caldwell seconded. The motion carried. At 10:09 Karen Marcus made a motion to go into Open Session and Susan Rakosi Rosenbloom seconded

the motion passed. Amy Boyle Geisel made a motion to verify the motions accepted in Executive Session. Heather Nemeth seconded and the motion passed.

**ADJOURNMENT:** Amy Boyle Geisel moved to adjourn at 10:10. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, February 26, 2018 at 7:30 PM.

Respectfully submitted,

Karen Marcus, Secretary,

January 23, 2018