

Library Association of Ringwood Inc.
Ringwood Public Library- Haff Community Room
Board of Trustees Meeting
January 27, 2020 - 7:30pm
Regular Session - DRAFT

Attendance: Susan Rakoski Rosenbloom (SRR), Linda Schaefer, Beth Conroy, Director Dan Parker, Edward Thomas (Ed), Amy Boyle Geisel (ABG), Lauren Maguire. Members of the Public: Jessica Einreinhof, Wendy Sanford.

Absent: Anne Siebecker, Amanda Beth McCormick Gillman (Amanda).

NOTE: Karen Marcus resigned as Trustee on 12/31/19. Jessica Einreinhof was appointed a Trustee and sworn into that Office during this meeting.

Call to Order and Statement of Meeting Notice:The meeting was called to order at 7:34PM 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.

I. Consent Agenda

- A. Approval of Minutes, Nov.25,2019 Board Meeting, open session 3 pgs.
- B. Friends Financial Ledger d.12/31/19, 4pgs., \$23,305.27 balance.
- C. 1 pg. Director Report, 1 pg.Children's Area Report, 1 pg.Adult Services Report, 1 pg.Technical Services Report and 3 pg+ Budget Spreadsheet.
- D. Director seeks approval of: 1pg. Resolution for 10 year agreement of participation with PalsPlus; 1pg. Pals Plus Voting Representation Resolution* and 1pg.Martel \$1385 proposal d.12/23/19 for electric work (computers)**.
NOTE: *Director seeks approval for Dan Parker to be the primary voting delegate for the Library Assoc.of Ringwood Inc. to PALSPlus and Wendy Sandford to be our alternate delegate.
- E. Director and President seek approval of:2pg. Board Restricted Reserve Account Resolution and Policy Statement.
- F. Building Maintenance: iPad burned and smoked, had to be replaced and electrical work needed**. Boiler required repair; Borough coordinated/paid. 1/15/20 building was inspected for purposes of Borough sponsored energy audit/energy and lighting upgrade. This is part of the Borough wide grant process for new LEED lights and HVAC. Portions of front parking lot were repaved by Borough. Library Construction Bond Act Grant ('LCBAG') applications due 3/9/20. Amy and Dan will meet with Borough Manager to discuss LCBAG application for new roof or HVAC/lights.
- G. Board Meeting dates 2020: 2/24/20, 3/23/20, 4/27/20, 5/25/20, 6/22/20, 7/27/20, 8/24/20, 9/28/20, 10/26/20, 11/23/20 and Annual Meeting 12/14/20.

Approval Consent Agenda:

SRR made a motion to accept the consent agenda. Ed Thomas seconds. All members vote yes, the motion passes.

II. Regular Agenda:

- A. ABG reads thank you letter from former Trustee Karen Marcus.
- B. Appointment of Jessica Eireinhof to the Board: ABG introduces Jessica Einreinhof- agreed to her appointment to join board- YAY ABG talked about the Club Sippy Cup Program that Jessica ran last weekend, very well done! ABG talks about the official Ethics Statement, Mission Statement, and Duties of the Board
ABG asks Jessica: Do you agree to follow our mission statement and the public library mission statement? Jessica agrees. ABG appoints Jessica Einreinhof as Trustee to the Ringwood Public Library Board. She will be up for re-election in December, 2020 in accordance with the Policies of the Library.
- C. Election of Officers: All Board Members were asked about the interest in holding an office on the Board. The following members were nominated for the following positions:
Treasurer: Amanda Beth
Recording Secretary: Beth Conroy
Corresponding Secretary: Ed Thomas
Vice President: SRR
President: ABG
Linda Schaefer made a motion to accept the slate, Lauren Maguire seconds the motion. All members vote yes, the motion passes.
- D. ABG announces Linda as Mayor of Ringwood- Congratulations Linda! Linda will be free to remove herself from a vote as needed if her interests between her duties as Mayor and her duties as a Trustee conflict.
- E. Committee Reports:
Friends Report- Club Sippy cup was very well attended. Friends authorized the money to spend \$3500 on Jazz cafe. Dan will send posters around town and to mailing lists to advertise the event. First concert will be in April. April 5, May 3, and June 7. 2pm-4pm. Will need help with set up/break down and donations of desserts and coffee. Building will have a limited opening on Sunday for this event. Need to recruit more Friends members. Next Friends meeting will be in March
Linda made a suggestion for the Friends to develop a Junior Friends group to help with membership. It was suggested for 8th graders and up and that membership fees could be waived. Target audiences would be teens needing volunteer hours such as Girl Scouts, Eagle Scouts, Church groups, and NHS/NJHS groups.
St. Patricks Day is coming up and the Friends will need help with their annual Pre-Parade Event on 3/28/20 10am- They are in need of Face Painters, tattoo artists, crafts for kids as well as donations of Baked Goods and Coffee.
We discussed the Friends exploring the issue of separating and creating their own non-profit tax exempt 501c3 corporation. The Friends would need to maintain a separate bank account, insurance, board, and steering committee. They are expected

to make a decision in March or April. ABG is working with ProBono Partnership to secure free legal services to form the corporation and corp.documents. Funds raised by new Friends corp.would be protected and separate from funds given by Borough to Library Assoc.

Fundraising/Advocacy - 'Soup' event on Election Day is being considered.

SRR made a motion to go into public hearing, Lauren seconds the motion. All members vote yes, the motion passes.

Public Hearing

- A. Wendy wanted to let us know how wonderful Club Sippy Cup was. Jessica would like to coordinate an upstairs event to happen at the same time as sippy cup for next year.
- B. Wendy updates us on the Pals Plus Policy Committee. They are developing a statement on automatic renewals; this will cut down on some of the fee revenue we take in. Juvenile materials will be the first to go fine free and then all materials will follow. Verona Public and Montclair are both going fine free already. Discussion ensued. When/if the PalsPlus consortium agrees to go fine free we will not have a choice.

SRR makes the motion to leave public hearing, Lauren seconds the motion. All members vote yes, the motion passes.

Regular Agenda

- A. **Board Comments:** SRR asked Dan and Wendy for opinions on Friends incorporating. Dan is pro- he hopes it will help them to grow and expand but he sees the other side where there might not be the people to make a go of it. Wendy- maybe right now is not the time but in the future something to put on the table. ABG made the point that if the Friends incorporate as a 501c3 non profit entity, the money they raise is safe from the Borough in case of a Borough fiscal emergency. There will be a need for a dedicated volunteer force to be willing and able to file tax returns/maintain the corporation

Linda will bring library events and news up at the Borough meetings so the information gets out regularly. ABG/Dan will provide her with the information/statistics/event information so she can keep the Council informed as to what is happening at the library.

- B. **Directors Comments-** The fire alarm went off unexpectedly- The fire department, police department, and public works supervisor all came. No fire was discovered. All patrons and staff were evacuated in a minute and a half.

Dan called ABG to let her know what happened. Fire Department did do an inspection. Alarm company came to replace pole box. Issue was resolved.

- C. **Old Business-** Our mass mailing will happen in March/April to appeal for donations to the Library. The mailing will be edited to reflect/advertise the Jazz Cafe series.

Employee Handbook- Pro Bono attorney has signaled that she is done/satisfied with Handbook in this 6th version. The handbook is not gender neutral throughout; we will need to fix this on our own. ABG will correct personal pronouns and resend the handbook to be reviewed by all Trustees prior to the February meeting. Please come prepared to discuss any deal breakers you find within the handbook.

- D. **New Business**

Dan needs \$135 to re-up our license for two years for small games of chance (raffle license) ABG moves to approve the expenditure, SRR seconds. All approved.

Executive Session: Dan advises that he has given RICE NOTICES to all staff that will be considered during the Executive Session. Linda makes a motion at 8:38pm to leave regular session and move into executive session, Ed seconds the motion. All members vote yes- the motion passes. Members of the Public leave. Motion was made in Executive Session to return to Regular Session of Meeting, motion carried unanimously at 9:09pm. Board returns from Executive Session at 9:10pm.

Open Session

ABG makes a motion to accept all votes/decisions made in Executive Session, Ed seconds the motion. All members vote yes, the motion passes.

At 9:14pm ABG made a motion to adjourn and SRR seconded. The motion passed.

The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, February 24, 2020 at 7:30 PM.

Respectfully submitted,
Beth Conroy
February 1, 2020