

Library Association of Ringwood Inc.

Board of Trustees Meeting July 23, 2018

Ringwood Public Library (“RPL”)

OPEN SESSION

ATTENDANCE: Susan Rakosi Rosenbloom (SRR), Karen Marcus (KM), Lisa Straubinger (LS), Anne Siebecker (AS). Amanda Beth McCormick Gillman (ABMG), Heather Nemeth (HN), Director Elise Bedder (EB), Heather Manley Caldwell (HMC), Amy Boyle Geisel (ABG)

Public: Five members of RPL staff in attendance;

Absent: Ed Thomas (ET)

Call to Order and Statement of meeting notice: The meeting was called to order at 7:38 PM 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, WGHT, Channel 77, Borough Manager, and the RPL website. Notice was posted inside the library.

Approval of Minutes: Discussion took place. HMC made a motion to strike 2 sentences from the open minutes in regards to the treasurer's report. ABMG 2nd. Motion passed. ABG & LS abstained. {This wasn't me, I wasn't at June meeting so I didn't make motion regarding those minutes and I abstained for both} ABG made a motion to remove 2 additional sentences from the open minutes. ABMG 2nd. Motion passed. ABG & LS abstained. HN made a motion to approve the open minutes of the June 25th meeting as amended. SRR 2nd. Motion passed. ABG, LS & ABMG abstained. AS made a motion to pass the executive session

minutes of the June 25th meeting. SRR 2nd. Motion passed. ABG & LS abstained.

Treasurer's Report:

- **ABG** reminded Board members that Director had sent over 9 diff.financial docs in 2 diff.formats for a total of 18 sep.docs.as follows: Fin.Bal.Statement; Assoc.Bal.Sheet; Fidelity Statement; Fin.Overview; Inv.Bal Sheet; Lib.Assoc.Bank Recap; P&L Detail for June, 2018; P&L Detail for Jan-June, 2018; Unpaid Bills. HMC recommended to look at the Financial Overview which shows a summary of all financial holdings. Emergency Reserve Account is shown at the top. Maxine will be asked to update each month.
- ABG asked about a \$2000 line item for website on the P&L report-what was that for? Discussion ensued. Director unsure, member of staff opined that could be price for new streaming service.
- ABG asked about \$-6898.65 net income item in the Liabilities and Equities lines on Friends Bal.Sheet. Heather MC advised that several items on the financial docs do not make sense: The Liabilities and Equities line items on the Lib Assoc Balance sheet, as well as the Friends Balance sheet, have been carried over month to month for years and are not understood by the staff or explained by the financial docs.
- ABG questioned why the balances on the reports are all different - what is the TD Bank balance as of the date these reports were prepared? Heather MC advised that the amount for the library operating budget in TD Bank checking is \$174,511.69, as reported by the Bank Reconciliation Recap report. The balance as reported on the Library Assoc Bal.Sheet also shows records on the operating budget, prior to bank reconciliation. The Bank Recap amount should be used on the Financial Overview report. HMC will request this of the bookkeeper. The balance on the

Investments. Bal Sheet shows holdings in Fidelity (Emergency Reserve accounts) and one TD bank account reserved for capital improvements in the children's area. This report does not show operating budget monies.

- HMC stated that Library bookkeeper and Friends Treasurer are never in agreement on balances due to timing in record keeping (Library bookkeeper's report shows bank reconciled amounts, whereas Friends treasurer records all transactions to date.) However, the difference in balances reported this month was significant, most likely due to the A/V upgrade that was just finished.
- ABG questioned Profit & Loss Detail items: \$240 pop a lock expense, Check 8133 6/5/18 for petty cash with 0\$ and use of Dorothy Monigan Fund monies. Discussion ensued between member of staff, ABG, HMC. It was noted that several items of income were at less than half of budgeted amounts.
- ABG inquired why there was a -\$1031.00 amount listed for workers compensation - was that a refund and if so, for what? Director responded that she wished she had been told there would be questions on these financial items ahead of the meeting. Staff member responded she believed that there was a refund for workers comp. HMC offered to contact bookkeeper to confirm.
- ABG asked Director if new expense of \$1500 for The Support Center was included in these figures and if so, where.
- HMC responded that there was a small buffer built into the budget and there are funds available.
- ABG requested that HMC and/or ABMG look into ongoing discrepancies and reach out to staff bookkeeper.
- Programming budget needs to be reevaluated with a possible increase.

Correspondence:

- A community member who does the art exhibitions for the library seemed to miss the initial invitation for the strategic planning event. A follow-up was sent by KM inviting this person to the strategic planning meeting. This person responded by email to KM and gave her opinion that a public meeting on strategic planning should be held. KM reported these emails to the Board.
- A thank you note was received from a community member commending the Library staff and Board for the strategic planning Forum on 6/29/18.

Committee Reports:

Strategic Planning: SRR thanked all for helping make the 6/29/18 Forum a success. Lots of onsite positive feedback. A phone meeting has been held about the next step. The possibility of a Town Hall meeting in October prior to our annual meeting was discussed. It would be an opportunity for general feedback from the public and presentation of an outline of the strategic plan. After a Town Hall meeting, the Board would vote on a full strategic plan. That final plan would be presented at the annual meeting. EB shared a copy of the timeline from SRR and Keith Timko for the finalization of strategic planning. Open invitation to all community members that attended 6/29/18 Forum, library email list and general public to encourage as much participation as possible. Discussion ensued. Date of 10/19/18 6:30-8:00 for Town Hall Meeting at RPL for purpose of unveiling outline of strategic plan was discussed. ABG made a motion that we have a Town Hall meeting on Friday, October 19, 2018. KM 2nd. Motion passed.

AV Committee: The new system will be “christened” on Friday, July 27, 2018 with the movie *The Greatest Showman*. Friends will provide food, drink and Friends Pres., AV Committee will address crowd.

Creative Library Concepts: Director, staff met with Nancy and reviewed wood samples. Staff members, Director and Board committee members will meet next to look at seating samples. ABG requested that Committee make a presentation to Board at Aug.or Sept. meeting to request financing and approval of phase I plan. Discussion ensued.

Employee Handbook Committee: The third draft of the new Employee Handbook created by the Pro Bono Employment attorney was sent out by email 3 weeks ago to the Director and Committee members. The Director and Board Committee will meet to review the third draft sometime in August. The Committee is comprised of ABG, HN, HMC and ABMG.

Insurance Committee: ABG and the Director will meet to review dental, life insurances. This matter is tabled until Sept.meeting.

Friends Report:

- Friends did not have a meeting in July. No meeting in August.
- Friends will have a table at the Ringwood Borough Centennial Celebration at Shepherds Lake on September 8, 2018.
- The Friends need new Officers and new Friends. The President resigned in March. Lisa Petri is acting as interim President until Sept. Discussion ensued over dates for October Book Sale, November Dinner Gala at Berta’s Chateau.

Public Hearing: ABG made a motion to go into Public Session at 8:47 PM. SRR seconded. The motion carried. A request was made to obtain volunteer assistance in writing Grants. Staff in attendance advised Board that they are feeling overwhelmed and do not have knowledge or experience in pursuing grants. Discussion ensued regarding 1 Grant applied for - Better World Books to make RPL repository of High Scope materials for Head Start programs. Discussion ensued regarding PCCHC Grants, NEH Grant and need to fit programs into Grant applications. ABG made appeal to staff to look for Grants for technology; computers, iPads, electronics and equipment for Library. ABG gave statistics on losses in state aide for Ringwood Schools (-2.3% K-8, -3% High School) and Borough. RPL needs renewable sources of revenue, donations, grants, corp.sponsors if must be. Discussion ensued. Suggestions were made to reach out to stores for mini- grants to cover costs of program supplies (Costco, Joanne's, Dollar General, etc.). Director advised that there are no Grants in the pipeline and none on the horizon.

Employee Gloria L.Carney ("GC") received a RICE notice and sent a letter dated 7/19/18 to ABG requesting that the Board hold its discussion on her status as an employee in public. GC currently working for RPL for over 7 months and Board approved her employment as permanent at May meeting. Discussion ensued regarding Personnel Policies and need for Board and Director to adhere to Policies. ABG asked Director if GC was given probationary evaluation, evaluation form or SMART goals as new employee. Director advised that Ref.Librarian created evaluation forms for individual departments. GS is part of the circulation department. Director advised that Ref.Librarian created 4 SMART goals for GC but that GC had not been given a written evaluation. Discussion ensued. Director read GC her 4 SMART goals and an overview of her job performance evaluation. GC and Director discussed the evaluation.

The Director was advised to provide GC with a written evaluation/progress report asap & written copy of her SMART Goals. ABG made a motion to acknowledge and approve the Circulation Staff Evaluation Form disseminated by the Director. HN 2nd. Discussion ensued. Motion passed. ABMG made a motion to come out of public session at 9:12 PM. HMC seconded. The motion passed.

Board Comments: ABG requested that each Board member download and review the NJ State Library Manual for Library Trustees. ABG advised the Board that she had requested that the Director add two new items to each Agenda going forward: I. Library Building/Systems and under that item should be:

WiFi/iPads, AC, Disaster Plan/Drills, Roof/Leaks, Ballast and II. Grants/Donations/Sponsorships. These items will help us stay on top of events and issues. ABG reviewed the Board Minutes since January and had created a follow up or reminder list for the Director. ABG received a phone call from Borough Manager Scott Heck immediately after Director closed Library due to malfunctioning AC and excessive heat. Discussion ensued. Scott gave ABG several tips to manage temperature in building; 6 items were passed on to Director. These include standing 6' fans place away from front doors, blinds/UV screen material over windows, need to keep a record of temperatures and request to call Scott before building is closed or staff allowed to leave early. Discussion ensued. Director was told to use her discretion and buy fans. Discussion ensued regarding leaks in ceiling. Discussion ensued regarding strong odor and Directors overview of day police were called and patron was transported to hospital (ballast broke, 2 high hats over Circ desk). Discussion ensued regarding faulty WiFi service, broken iPads- purchase of 2 new routers and PalsPlus service call.

ABG reminded Director that the Board's priority was to ensure safety of all staff and patrons. An updated Disaster Plan, evacuation drills, lockdown and fire drills are a priority and Director is asked to work with Chief of Police, Fire Dept. , colleagues at Pals Plus or Ringwood Schools to ensure that a Plan is in place and drills and training of staff happen before Sept. Meeting. The Board requests a full update at Aug.meeting and again at Sept. meeting on this important topic.

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

- Panic buttons installed
- Financial audit - the Director has followed up with the Borough Manager by 2 emails and 1 conversation. The Director asked the Board the best path to follow to get a response; 'What would you have me do Amy? What else can I do?' ABG recommended that the Director diary this item for a follow up in 1 week to ten days and that the Director utilize her relationship with the Borough manager to get either permission to contact the auditor's office or contact Ingraffea's office to make inquiries about getting an Audit done.
- Town taking care of energy audit of Library building.

Old Business: None

New Business: New agenda items discussed. The Board concluded that with the new router and improved WiFi service, the hope is that there will not be interruption of service as in the past. Should WiFi be down or iPads not work, temp.signage should be put out but new protocol followed by staff to get repair work done and systems back up asap.

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

Executive Session: At 9:54 PM KM made a motion to come out of open session. HN seconded. The motion passed. At 9:55pm LS made a motion to move into Executive Session. HN seconded. The motion passed.

HN made a motion to come out of Executive Session at 11:16 PM. AS seconded. The motion carried. At 11:16 ABG made a motion to go into Open Session. HN seconded. The motion passed. ABG made a motion to approve all matters voted on in Executive Session. HN seconded and the motion carried.

Adjournment: ABG made a motion to adjourn at 11:17pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, August 27, 2018 at 7:30 PM.

Respectfully submitted,

Lisa Straubinger, Secretary

July 23, 2018