

Library Association of Ringwood Inc.
 Ringwood Public Library (RPL)
 Board of Trustees Meeting June 22, 2020 - 7:30pm
 Remote/Zoom - Covid19 State of Emergency

The next regular meeting of the Library Association of Ringwood Inc. is **July 27, 2020 7:30pm** via ZOOM/online Meeting (until further notice).

Attendance: Anne Siebecker, Amanda Beth McCormick Gillman, Susan Rakosi Rosenbloom, Lauren Maguire, Linda Schaefer, Jessica Einreinhof, Amy Boyle Geisel, Elizabeth Conroy, Dan Parker.

Absent: Ed Thomas

Call to Order 7:35 pm and Statement of Meeting Notice:

Statement of Meeting Notice: By Executive Order 103 dated 3/9/20 of his Honor Phillip Murphy, the Governor of the State of New Jersey ("Governor Murphy") a Public Health Emergency and State of Emergency was declared in New Jersey due to the Covid19 virus Pandemic. In recognition of the State of Emergency and after consultation with the Ringwood Borough Council, Ringwood Borough Manager and Health Dept., the Ringwood Public Library was closed to the public at 5pm, March 13,2020. By Executive Order 153 d.6/9/20 Governor Murphy rescinded certain portions of Ex.Order 107. By Admin.Order 2020-15 dated 6/13/20 of Col.Patrick J.Callahan, the Director of Emergency Management, public libraries in NJ were permitted to provide materials to patrons via curbside service effective 6/15/20. The 10 page Reopening Plan for the RPL was approved on 6/15/20 and the Borough Health Dept.and Manager authorized curb side service pursuant to that Plan to commence on June 22,2020. The Ringwood Public Library building will remain closed to patrons until further guidance from the Governor, the NJ State Library and the Ringwood Health Dept.

This online meeting is in accordance with P.L. 2020, Ch.11, approved 3/20/20, Assembly, No.3850; known as the Emergency Amendment to the Open Public Meetings Act. Members of the Public are welcome to attend via the Ringwood Public Library Zoom account via registration with the Library Director via Event Keeper at www.ringwoodlibrary.org. Members of the public are welcome to submit comments or questions regarding this Meeting via publiccomment@ringwoodlibrary.org.

I. Consent Agenda

- 1.Approval of annexed Minutes of May 18, 2020 Board Meeting; 4 pgs.;
2. Approval of 10 page amended Plan to Reopen RPL (per recommendations of Kathleen Skrobala, RN, BSN, MA, Health Officer for the Borough of Ringwood);
3. Approval of an extension through Sept.28,2020 of the May 20,2019 letter agreement of employment between Director and Library Assoc. ('At Will' employment began July 8,2019); and
4. Approval of attached 1 pg. document entitled 'Ringwood Library Financial Auditing Protocols' as and for new para.7 to existing section C. 'FINANCIAL CONTROL'.

A board member asked for clarification about why the audit is on a 3 year cycle. The Director and Amy Boyle Geisel stated that a regular audit promotes transparency, fiscal oversight and is useful to refer to the 3 year audit cycle for grants. Given the cost of a yearly audit, 3 years seems adequate and cost-efficient.

Approval of Consent Agenda

Motion: Amanda Beth McCormick Gillman made a motion to accept the consent agenda. Linda Schaefer seconds the motion. All members vote yes and the motion passes.

II. Regular Agenda:

I.Friends - There is no update and all issues are tabled until the July meeting. The Friends authorized the creation of a non-profit fundraising organization for the library and are waiting for the tax exempt certificate to arrive. The Director thanked Amy Boyle Geisel for doggedly working to attain the tax exempt certificate.

Motion: Amanda Beth McCormick Gillman made a motion to go into the public session. Lauren Maguire seconds the motion. All members vote yes and the motion passes.

Members of the Public: Wendy Sanford, Heather Manley Cauldwell, Regina Ledgerwood

III. Public Hearing:

The Director stated there are no emails from the public. Wendy Sanford asked the Board members for one styrofoam egg to use for a craft project. Regina Ledgerwood is interested in volunteering and Amy Boyle Geisel explained how to become more involved. Discussion ensued about cooperating to find one styrofoam egg.

Motion: Amanda Beth McCormick Gillman made a motion to go out of the public session. Jessica Einreinhof seconds the motion. All members vote yes and the motion passes.

IV. Board Comments:

Board member Elizabeth Conroy discussed her resignation from the Board due to family responsibilities and thanked the Board for the opportunity to serve the library. The Board thanked Beth for her thoughtful participation and library support. Board members wished Beth and her family the best of luck.

Amy Boyle Geisel requested Board members to volunteer to complete the evaluation of the Director that needs to be completed by the July meeting. Susan Rakosi Rosenbloom, Jessica Einreinhof and Lauren Maguire volunteered to complete the evaluation.

V. Director Comments:

Grants:

The Director stated that the NJ Bond Act grant was submitted for \$292,750. Due to Covid, he is unsure how fast or efficient this process will be and there's concern the money may be reapportioned. The Director asked the board to be prepared to participate in a letter writing campaign to better position RPL to obtain the grant.

The NJ Council on the Humanities gave RPL a \$5,000 grant that can be used for operating costs. This is an especially timely and useful grant due to the unexpected costs for PPE, gloves, hand sanitizer stations and other equipment to make the staff and public safe during the pandemic.

Library Re-opening:

The Director was THRILLED that the library is open with curbside service. The public is utilizing curbside pickup and encouraged to order materials online rather than by phone. Two part-time employees, who were furloughed until September 2020, were brought back to assist the constant stream of patrons. Patrons are following the health rules and the numbers using the service will be available at the next board meeting. Many patrons have offered to deliver books to homebound people but no one has called needing this service.

Building Maintenance:

PJM completed routine maintenance on the air conditioning which has not been working during curbside pickup and is extremely uncomfortable for the staff during the hot weather. This is an ongoing problem which highlights the need for the NJ Bond Act grant.

Programs:

The Genealogy Workshop and Bookclub were well-attended. The staff spent a lot of time setting up and personalizing the virtual platform for the summer reading program. Facebook advertising was purchased to highlight the program and increase participation.

VI. Old Business:

Fundraising:

Amy Boyle Geisel thinks the fundraising mailing should be tabled for discussion after RPL is fully opened. Given the economic downturn she does not think it's prudent to ask for money from the public. Linda Schaeffer suggests discussion of the Soup Fundraiser at the August board meeting.

Maintenance:

NJ Bond Act and the faulty air conditioner was discussed during the Director's Comments.

Amy Boyle Geisel and the Director state that the NJ Clean Energy Program/Direct Install for RPL lighting is on hold.

VII. New Business:

The Audit Policy Statement was discussed during the Consent Agenda.

Staff:

The Director recommended extending the use of vacation time by staff until 12/31/21 due to the quarantine when vacation time could not be used. Linda Schaefer said the school district allowed people to carry over 5 days of vacation time into the next year. A motion was made to temporarily change existing "Policy 5: Conditions of Employment, Item G, Vacations".

Motion: Linda Schaeffer made the following motion: The Board gives authority to the Director to allow staff vacation time from 2020 to be used until 12/31/2021. Lauren Maguire seconds the motion. All members vote yes and the motion passes.

Finance Update:

The Director received \$85,000 from the boro for the approved budget and expects the boro will return to a regular schedule. At the end of July, the library should receive \$35,000 from the boro for the approved budget.

The meeting adjourned at 8:35 pm.

Respectfully Submitted, Susan Rakosi Rosenbloom