

Library Association of Ringwood Inc.
Ringwood Public Library- Haff Community Room
Board of Trustees Meeting
July 22, 2019 - 7:30pm

ATTENDANCE: Amy Boyle Geisel (“ABG”), Amanda Beth McCormick Gillman (“Amanda”), Anne Siebecker, Beth Conroy, Director Daniel Parker, Lauren Maguire, Linda Schaefer, Susan Rakosi Rosenbloom.
Member of the Public: Wendy Sandford

Absent: Edward Thomas, Karen Marcus

Call to Order and Statement of meeting notice: The meeting was called to order at 7:32pm by President Amy BG 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:

II. **Finance Committee;** 1 pg. Finance Summary attached.

- 12 pg. Audit Report YE 12/31/18 attached. All procedures in place were approved. No recommendations made. Await invoice from auditing firm.
- Require Board approval to modify banking accounts to put Dan Parker on to TD Bank, Fidelity and TIAA Cref accounts as approved signator with ability to deposit and withdraw funds per RPL Policies.
- Require Board approval to authorize Dan to open TD Bank credit/debit card account in the name of Library Assoc. of Ringwood Inc. with Dan to have use of credit card. Use of card and spending limit per Policies.

III. **Friends Report:**

- Provided funds to purchase welcoming breakfast for Dan/staff.
- No meetings during Summer.

IV. **Children’s Area Furniture purchase:** Awaiting August delivery date. Volunteers will be needed to unload, assemble and place furniture.

V. **Building Maintenance; HVAC** - As of 7/17/19, Borough Manager is researching option to apply for 60-70% of installed cost of new HVAC system in RPL via NJ Clean Energy Program, NJ SmartStart Buildings rather than NJ Library Construction Grant 50% match program. It was suggested that RPL do research to apply for 50% match under NJ Library

Construction Grant program for another item; to have a Plan B in place in the event that Borough decides to go for HVAC cost under NJ Clean Energy Program. RPL would still utilize the monies in reserve for the HVAC system. Dan and Strategic Plan/HVAC Committees will work on researching, funding and getting quotes on cost for another project via the NJ Library Construction Grant.

Proposed NJ Library Construction Grant Statute posted 7/1/19; 8 pg. attached. Comments on Statute due before Aug.30,2019. No comments from RPL. State Library then has a 30 day response period, Sept.30. State will then adopt and repost final Statute. State will then announce and solicit proposals from libraries. Application window will be 90 days. Start date for Grant applications will be end of 2019 into early 2020.

Tech., Roof, A/V, Ballasts - See attached Director's Report on update on new roof leak. No new issues to report on A/V, ballasts or tech.

VI. **Directors' Report** (1 page), **Children's Programs Report** (1 pg.), **Adult Services Report** (1 pg.). **Tech.Services Report** (2 pgs).

*Consent items are non-controversial items or routine items that are discussed at every meeting. Anyone who wants to discuss an item should move the item off the consent Agenda after Chair inquires. Consent Agenda is adopted with a motion, second and vote. Items removed from Consent Agenda can be discussed separately.

Susan made a motion to accept consent agenda items II-VI. Lauren seconded and the motion passed. May and June minutes were removed from the Consent Agenda; they will be tabled until our September meeting when a quorum will be available for voting approval.

Regular Agenda

1. NJ Library Bond Grant- AGB and Dan met with Scott Heck. He is recommending NJ Energy Grant that will meet 70% of our needs- he wants to tie it in with LED lights in the Library and other buildings in town. Scott will ask for other quotes. Still have the Library Grant for a "Plan B"- look through strategic plan to decide what to go for. We will still need the dedicated funds for the HVAC system- PLAN B would require a new set of funds separate from HVAC which would require fundraising. Application process will start at beginning of 2020- will need quotes set up prior to that. Dan will have pitches ready for a Plan B in September after

speaking with the staff. Some ideas mentioned: YA section, phones; Anne spoke about a grant she will look into for infrastructure that we might be able to get (Community Development Block Grant) for 2021. She will make calls if we would like (for back handicap ramp- Scott does not believe we would be able to get the grading because of water and drainage issues) Scott wants to look at the security of the building and landscaping (he wants more cameras, better lighting, concern with tall bushes).- Anne voiced concern with choosing Native pollinator plants if we do landscaping.

2. Programming Meeting/ Fundraising Committee- tabled until September. Will pick dates prior to leaving tonight
3. September 14th Meet and Greet- Karen cleared date with town- Saturday 1-3pm. All board to be present, sending invite to Town Hall attendees, town, prior board members, Fire Department, Borough Hall, Ambulance, Town Council Members- email to everyone on email list, Town Committees, Superintendents, School Board Members, Administration- invite to come from all board members. Have a kid activity, a tween activity, a tween tech activity (working with Kristine and Heather) for the first hour. After gather by piano- speeches by ABG and Dan- present 3 things I love about Ringwood scrapbook. Unveil 3D printer again? Board Help- need friends funding, board attendance- greet people as they come in, asking for nametags for the event for board members and staff? Susan will speak with Eileen. Music- Jackie Legg- the tuner is coming tomorrow- we will need to pay for this cost is \$125. Asking for \$300 Linda made motion to ask the Friends for up to \$300 and Library association of up to \$300- ABG seconded- 8 in favor 0 opposed, 0 abstained. Motion passed.

ABG will do media for the flyer. Susan will take care of mass email.

Susan made a motion to go into public session, Linda Seconds, motion passed

Public Hearing

1. Wendy- NASA program. Saturday had over 40 people on the 50th anniversary. Very successful. Solar System Ambassador- Mike Green- two more programs- presented Alan Bean signed copy of Painting Apollo by Alan Bean to Wendy and the Library
2. Fine Free- PALS Plus meeting information- we are pursuing fine free- first step will be automatic renewals (unless someone is waiting for the item) probably by the end of the year. Next step in fine free will be the items in the kids collection. Wendy said all fine money collected last year was not necessarily all fine money- it included the \$5 card replacement fee. Staff is trying to be more accurate in recording to see how much we will be losing. We will not have a choice in this as a board. Questions raised about what is the point at which patron will owe the price of the book- Wendy said when it gets to that point Patrons card will be blocked until they bring book in or pay for replacement.
3. Thank you to Wendy, Heather, and Christine for stepping up as interim director. Asking that they be thanked at the Meet and Greet as well
4. Ancestry- has it been consistent numbers? Wendy said it's been hit or miss- summer is making it more difficult with programming for this- she hopes it will pick up in the fall. Can we get the schools here to use the program?

Anne made a motion to come out of public hearing, ABG
Seconded- motion passed

Board Comments

Head count completed- no August meeting- our next meeting will be in September

Children delivery- should be in now- hoping everything will be in prior to Labor Day. Amanda Beth will keep us up to date so we know if Susan can put it on the flyer. Will it be in prior to Christine being out?

Anne went to Library Association Conference. 50th anniversary of stonewall riots. Had authors that were winners given away- Anne won 6 that she brought back to the Library!!

Directors Comments

Dan had a really great meeting with Scott Heck. Library eligible for small grant from Library Link for staff development. Dan would like to take a half day to close Library for program will look for a day that has historically low attendance

Dan is working with Scott on the outdoor book drop box

Old Business

None

New Business

1. Down 2 staff in circulation- Dan wanted to know if that is his purview to hire. Yes. He will take care of this- will not go over the hours given to the two previous staff members.
2. Reverse 911 for Dan- ABG will reach out to Dr. Bernice to get Dan the information. When schools are on delayed opening/closed Dan can do the same.
3. Joan Dowrimple made contact with designer (interior) of our building at a recent event- this woman would love to work with us again

No Executive Session

The meeting adjourned at 8:37 pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, September 23rd, 2019 at 7:30 PM.

Respectfully submitted,

Beth Conroy, July 23, 2019