

Library Assoc. of Ringwood Inc.
Board of Trustees Meeting March 25, 2019
Ringwood Public Library (“RPL”)
OPEN SESSION

ATTENDANCE: Amy Boyle Geisel (“ABG”), Amanda Beth McCormick Gillman (“Amanda”), Anne Siebecker, Beth Conroy, Lauren Maguire, Karen Marcus. Ed Thomas arrived at 7:42pm. Interim Directors, Wendy Sandford and Heather Manley Caldwell were in attendance.

Absent: Linda Schaefer, Susan Rakosi Rosenbloom.

Call to Order and Statement of meeting notice: The meeting was called to order at 7:35PM 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, WGHT, Channel 77, Borough Manager, and the RPL website. Notice was posted inside RPL.

Library Association of Ringwood Inc. Board of Trustees Meeting March 25, 2019-
7:30pm Ringwood Public Library- Open Session Consent Agenda

1. **Approval of Minutes** 2/25/19 Board Meeting; Open and Executive Sessions attached.
2. **Approval of Minutes** 2/15/19 Board Meeting; Open and Executive Sessions attached.
3. **Finance Committee**; 2 pg. financial documents attached. TD Bank accounts changed to Heather M.C., Anne, Amy and Amanda as signators; Password updated to allow Bookkeeper online access. Online access confirmed 3/21/19. Fidelity accounts changed to Anne, Amy and Amanda as signators; waiting on confirmation.

4.Friends Report: Friends approved payment of fee to renew movie license, \$480+/-.
Ongoing ‘have a heart’ fundraiser for AED has raised \$198 to date. (\$980 approx.cost via ‘Simon’s Heart’ nonprofit AED organization); 3/23/19 St. Pat’s Pre Parade Event 10am- noon; 5/11/19 new date for Courtney Carbone free author visit, book signing and book sale fundraiser (K- 3rd grades); Annual Book Sale 10/13/19-10/19/19.

5.Correspondence– none

6.Building Maintenance; Tech., Roof, A/V, Ballasts and HVAC – No new leaks in roof. Several ballasts are still out; DPW advised. Samsung wall mounted computer screen in small conference room did not work for Hiring Committee meeting 3/20/19. Staff, DPW, Amy, Pat and Jimmy from PJM Maintenance company met with Engineer

Tim from Tricarico Architecture and Design on 3/13/19. Engineer was given data from staff on where building is hot/cold during normal operations. Engineer inspected units on roof and on side of RPL; Tim was given HVAC drawings and copy of NJ Library Bond Grant information. Engineer requires access to crawl space to inspect ductwork and wants RPL design drawings. DPW will rent 1 person lift and locate drawings. Report from Engineer anticipated in 30 days. Staff and Amy monitor NJSL website for Grant protocol.

7.NJ Per Capita Report; Filed early March, 2019 = \$5400 approx. in state aid.

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.

If you have a clarification question on a consent agenda item, ask it of the Committee Chair, Chair or Director ahead of the meeting and get the answer in advance. If more than a clarification is needed, move to have item taken off of Consent Agenda.

Heather Manley Caldwell asked that the discussion of the HVAC system be tabled to the regular agenda.

Karen Marcus made a motion to accept the Consent Agenda items as amended and Amanda Gillman seconded. The motion passed.

Committee Reports:

Children's Area Upgrade: A revised pricing worksheet was received from Creative Library Concepts with a total price of \$19,584.19 for new furniture and renovation drawing. This represents a scaled back version of the plan for a complete restructuring of the room. The library Facebook page will be used for the removal of the existing furniture. ABG moved to approve the expenditures for the Children's Area and Beth Conroy seconded. Ed Thomas abstained and the motion passed.

Hiring Committee: Eight candidates have applied. The committee, augmented by staff and community members, held video conferences with two applicants and will schedule the next round of interviews. ABG suggested that it is advisable to fact

check educational degrees and past employment of the candidates.

NJ Library Bond Grant Committee: see report on Consent Agenda. Consideration of add-on to NJ Grant application for ramp and handicapped access features to basement exit door. This is dependent upon the cost of the HVAC system. ABG will attend a meeting concerning the NJ Construction Bond Act, to be held April 6 at Wayne Public Library.

HVAC System: Heather Caldwell reported that the walkthrough resulted in the following information: inaccurate heating zones; new software is needed to control the entire system. The next step is to determine if the duct work needs to be replaced. Discussion ensued concerning the Resolution for emergency operating expenses, which could be utilized for this purpose. The issue was tabled until the April meeting.

Strategic Planning: The survey has been sent to all Town Hall attendees asking Association members to become library volunteers and serve on committees. Susan is collecting the data and asks for assistance in calling and organizing.

Other Committees: Fundraising/Advocacy and Programming Committees are to schedule a meeting and report back to the Board. Karen Marcus attended BCCLS Advocacy Day on 3/15/19 and obtained information about communicating the value of the library to officials and for fundraising purposes. Anne Siebecker spoke about the importance of Board members attending town council meetings with talking points and becoming advocates for the library.

Public Hearing: Karen Marcus made a motion to go into Public Session at 8:20 and Anne Siebecker seconded the motion, which

passed. At 8:21, ABG made a motion to go out of Public Session and Karen Marcus seconded. The motion carried.

Board Comments: There is a Pals Plus Trustee Training session on April 6 at Wayne Public Library.

Directors' Comments: Wendy Sandford stated that the front door cannot be locked/closed remotely. ABG will talk to the Borough Manager. Heather Caldwell spoke about the success of Makers Day and St.Pats Parade event which brought 700+ people into the library. Wendy Sandford spoke about the NJ Per Capita funding and determining ways to use the funds when given. Amanda Gillman will create a new line item for these funds. Fire drills will be reviewed and scheduled.

Old Business: The status of financial audit 2018 was discussed. The bookkeeper is working on documents for the auditors.

New Business:The Friends of RPL have a total of \$20,206.09 in its account as of March 22.

Employees who have reached six month's employment need to be taken off probation and evaluated.

ADJOURNMENT: ABG did not see the need for an Executive Session and so she moved to adjourn at 8:45pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, April 22, 2019 at 7:30 PM.

Respectfully submitted,
Karen Marcus

Approved by Board of Trustees on 4/22/19