

## Ringwood Public Library Association Board of Trustee's Meeting

April 24, 2017

Open Session - APPROVED

### ATTENDANCE

**Present:** Amy Boyle Geisel (ABG), John Sumislaski (JS), Susan Rakosi Rosenbloom (SRR), Heather Manley Caldwell (HMC), Lisa Straubinger (LS), Anne Siebecker (AS), Heather Nemeth (HN); Ed Thomas (ET), Director Elise Bedder (EB),

**Absent:** Karen Marcus (KM)

### Call to Order and Statement of Meeting Notice

The meeting was called to order at 7:40pm by President ABG, who read the following statement: Adequate notice of this meeting was provided in the usual course to the Suburban Trends, Bergen Record, Herald News, WGHT, Channel 77, Borough Manager, and the RPL website and inside RPL.

### Approval of Minutes, Mar 27, 2017 Meeting

HN made a motion to approve the Open Session Minutes, as amended; SRR seconded; ABG, HMC, AS abstained, the motion carried.

HN made a motion to approve the Closed Session Minutes, as amended. SRR seconded; ABG, HMC, AS abstained, the motion carried.

### Resignation

ABG announced the resignation of John Sumislaski. ABG moved to accept, HN seconded, all agreed, motion carried.

### Treasurer's Report

Cash flow is good. HMC will be meeting with Maxine to work out reporting details. Discussed the Dorothy Myer Monigan fund, which was dedicated for specific use. ABG moved to give the Director permission to use this for the specific areas indicated in the Announcement; HN seconded, motion carried. (see announcement paperwork for details)

### Correspondence

ABG advised we have used 2 of 3 free public legal advice. For the 3<sup>rd</sup> topic, discussed having Lawyer (Janette Levey Frisch, from Princeton, NJ) go through our employment policy and job descriptions. HN moved to proceed, HMC seconded, all agreed, motion carried.

Discussed summons and complaint. ABG spoke to Lawyer (Michael Walker) re: settlement of an estate bequest of \$2,000, non-restricted. We don't need to reply at present; ABG notified the Borough Manager.

### Committee Reports

#### Interiors

Director discussed delay and the corporate transition occurring at Library Interiors; we are still waiting for a floorplan.

#### Websites

Laura Henderson and the Director have been adding content, progressing but a work in progress. The old website it still up, but no new content has been added. We will not make the April rollout deadline, but

agreed we should wait until the Director is confident the site is ready. We will put up a notice on the existing site to alert people to the status.

ABG moved to authorize the Director to add extra hours for Laura Henderson for content, SRR seconded, all agreed, motion carried. HMC and AS from website committee offered to provide hours to edit content.

Logo is finalized and up on the test site; it will appear on everything.

#### Budget

We are at the same budget level as last year; waiting for April's payment. Director will wait until the Borough's meeting on 4/25/17; once she has the approved budget amount, she will sit with HMC and Maxine to review.

#### **Friends Report**

Fundraiser – Berta's Chateau, sold out; net \$1,070

Author's visit – 4/29/17, 2 shows (11:00am & 1:00pm) by noted author Lauren Tarshis. Director advised we are not selling out; she will expand outreach, AS will post to Facebook groups.

Friends approved \$390 for 3-D doodlers and essential pen set with refills, HN moved, LS seconded, motion carried.

**At 8:45, ABG made motion to enter Public Session, SRR seconded, all agreed, motion carried.**

#### **Public Session**

Artist Helen Hill discussed creating mini-murals for the children's area. We are restricted from painting on wallpaper. Discussed 4 recommended areas, Helen will start with the designs for #2 (from the RPL Recommendation). Artist will also start design on a non-permanent display for the windows (for existing hooks)

Trustee candidate Purnima Desai attended. She is away 4 months of the year, which could affect her Board participation.

#### **Board Comments**

SRR raised idea of potentially amended by-laws to allow one or more Trustees to attend via Skype.

**At 9:05, ABG made a motion to end Public Session, SRR seconded, all agreed, motion carried.**

#### **Director's Report**

The Director reviewed her report, the Board discussed.

#### **Pay Bills**

ABG made a motion to pay the bills, HN seconded, all agreed, motion carried.

#### **Old Business**

Discussed issues the Director is encountering in hiring of Y/A librarian.

#### **New Business**

Discussed policy that prohibits political electioneering; library policy 10, #3. Board discussed process to notify the Democratic party of the Ringwood Borough Ordinance 2-58.4. Correspondence to say:

“We welcome your continued use of the RPL community room for your meetings. However please take note of the enclosed Ringwood Borough Ordinance 2-58.4 and Ringwood Library Policy X: Use of Community Rooms. According to the enclosed, please refrain from the solicitation of admission charges, sales (except for regular club dues) or other money raising activities, at any future meetings in the Ringwood Public Library. Thank you.”

ABG moves to authorize Secretary AS, to send correspondence to Secretary of Democratic party with copies of RPL Policy 10 and Borough Ordinance attached. HN seconded, all agreed, motion carried.

**At 9:54, ABG motioned to leave Open Session and go into Closed Session, SRR seconded, all agreed, motion carried.**

Closed Session – Formal action may be taken

Board discussed appointment of new Board member, operating agreement, front walkway replacement, personnel matters.

**At 11:45pm, ABG moved that the board come out of Closed Session and go back into Open Session, LS seconded, all agreed, motion carried.**

ABG moved to confirm in open session all matters voted on in closed. LS seconded, all agreed, motion carried.

#### **Adjournment**

At 11:44pm ABG moved that we adjourn, LS seconded, motioned carried.

The next meeting of the Ringwood Public Library Board of Trustees, Inc. will be held at 7:30 PM on Monday, May 22 , 2017 in the library’s Haff Community Room.

Respectfully submitted,

Anne Moore Siebecker

Approved as amended on 5/22/17