

Library Association of Ringwood, Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
Remote/Zoom – Covid19 State of Emergency
January 25, 2021 7:30PM
Minutes

The meeting was called to order at 7:33PM by President Amy Boyle Geisel 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, Borough Clerk, and the RPL website. Notice was posted inside RPL and Ringwood Town Hall.

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 By Executive Order 153 d.6/9/20 Governor Murphy rescinded certain portions of Ex.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 lobby service pursuant to that Plan to commence on June 22, 2020. By Ex. Order 157, Gov. Murphy authorized public libraries to reopen with limited capacity, physical distancing, masks and other safety protocols. By Ex. Order 171 d.8/1/20, Gov. Murphy extended the Public Health Emergency and State of Emergency in NJ created by Ex. Order 103 without end date. Executive Order 191 dated October 24, 2020 renewed the Governor's declaration of a Public Health Emergency and all of the prior restrictions enacted and currently active as a result of the Emergency. Executive Order 200 dated November 20, 2020 renewed the Governor's declaration of a Public Health Emergency and all of the prior restrictions enacted and currently active as a result of the Emergency. Ringwood Public Library has reopened to the public with restrictions in accordance with the Reopening Plan, Phase 1.

This 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. The meeting was held via Zoom and recorded. The Library building is closed to the public because of a staff member testing positive and an increase in community spread in Ringwood. As such some library staff are attending from the library building with the remainder attending from home. All attendees are participating via Zoom. In attendance were Amy Boyle Geisel, Susan Rakosi Rosenbloom, Amanda Beth McCormick Gillman, Edward Thomas, Kathryn Grant, Anne Siebecker (arriving at 7:43pm), Jessica Einreinhof, Lauren Maguire, Dan Parker, and 4 members of the public (Wendy Sandford, Heather Caldwell, Aleksandra Brittain, and MaryEllen D'Elia).

The meeting is being recorded.

Consent Agenda

1. Approval of annexed Minutes of open session November 23, 2020 Board Meeting (4 pages)
2. Directors Report dated January 13, 2021 (1 Page)
3. Cumulative Statistics pm library usage 2017-2020 (1pg.)

A motion was made to approve the items on the Consent Agenda by Amanda Beth McCormick Gillman and seconded by Lauren Maguire. The motion was passed unanimously with the exception of Anne Siebecker who arrived at the meeting after the vote.

Regular Agenda

1. Friends:

Thank you to the Friends for funding the staff holiday luncheon.

2. Public Hearing:

There were no emails for public comment. Amy Jolin, member of the public, shared that a new round of PPP loans are coming out and encouraged the Board to apply sooner than later.

3. Board Comments:

Amy Boyle Geisel explained that the library is not able to apply for PPP loans because the library is funded by the Borough and not the Association so on the advice of the Borough and payroll company, we are not able to apply for these programs since we have had no loss in funding.

4. Director Comments:

The State Library has subscribed to BrainFuse, an online tutoring and instructional support service that the library is able to offer to patrons through the state's subscription. Heather Caldwell will be reaching out to school contacts to help them use the new service.

HVAC system: PJM was out to install an ionizing filter for the system and discovered that the system had an electrical fire which destroyed much of it. They were able to get it working again and will be coming back next week to make sure it is functioning properly.

Old Business

1. Phone System

Quotes for a new phone system and wiring were discussed including whether or not the price was firm or might be expected to increase.

Amanda Beth McCormick Gillman made a motion to give Library Director, Dan Parker, authority to have the Association enter into the October 27, 2020 proposals with Exel Communication in

the amount of \$9,267.00. It was seconded by Susan Rakosi Rosenbloom and passed unanimously.

2. Annual Appeal

There was a discussion about the kinds of donations that were made, demographics of who was donating, and what worked and didn't work in this year's effort.

3. NJ Library Construction Bond Act (NJLCBA)

There are 3 steps that are required for the grant: 1. The Council empowered Scott Heck to sign the Due Diligence and Tax Questionnaire certifying that no portion of the grant would be used for a for-profit entity. 2. The Borough will have to sign to accept the Grant. 3. The Association will need to provide proof of local matching funds.

On May 18, 2020, the Board passed a Resolution and Policy Statement designating \$230,000.00 in the Fidelity mutual fund account as the Board-restricted reserve account. The current balance in the account as of the last statement is \$298,500.00. The library must match \$292,750.00 of the current grant funds and the township has stated that they are not able to assist with that match. Amy Boyle Geisel is recommending that the Board vote to reword the current resolution to allow for \$292,750.00 to replace \$230,000.00 in the current Resolution and Policy Statement and to authorize the Library Director to cash out the current stocks to a money market or other liquid position that will allow him to access the funds as needed for the grant. This is necessary because the HVAC system has already had a catastrophic failure and the lack of funding from other sources.

Amy Boyle Geisel made a motion to approve the sum of \$292,750.00 to replace the value in the existing Resolution and Policy Statement dated May 18, 2020 and to authorize the Library Director to completely liquidate the Association's Fidelity accounts and put the same into cash. Amanda Beth McCormick Gillman seconded the motion and it was passed unanimously.

4. RPL Closure Update

There has been a surge in people using lobby service since the holidays. There is a cause of concern for people because the AARP tax preparation service that is not possible this year with the closed building and pandemic.

5. Annual Meeting

Congratulations to Kathryn and Jessica on their election to their 3 year terms as Trustees.

6. Board Reorganization

The slate of officers that was put forward was: President: Amanda Beth McCormick Gillman, Vice-President: Amy Boyle Geisel, Treasurer: Jessica Einreinhof, Secretary: Kathryn Grant, Corresponding Secretary: (vacant). The candidates were voted in unanimously.

Susan Rakosi Rosenbloom made a motion that The Trustees, in addition to Library Director, Dan Parker, who are signers on the Association bank accounts will now be: Amanda Beth McCormick Gillman, Amy Boyle Geisel, and Jessica Einreinhof. Kathryn Grant seconded it and it passed unanimously. Arrangements will be made to have the signers updated.

7. 2021 Budget

The budget shows a reduction in income that reflects a lack of fines and copy/fax fees for the greater part of a year. The Borough hasn't given an indication of the library's allotment for the coming year.

New Business:

1. Welcome to YSL Aleksandra Brittain

Welcome Aleks! In addition to Aleks coming on board, the Children's Coordinator position has been listed and candidates will be interviewed soon.

2. Board Reorganization

Start thinking about the committee assignments that you want to serve on and what the SWOT analysis recommendations were for the next meeting.

Current President Amanda Beth McCormick Gillman recognized and thanked departing President Amy Boyle Geisel for her service.

At 8:47PM a motion was made by Amy Boyle Geisel to adjourn the meeting. It was seconded by Lauren Maguire and passed unanimously.

The next regular meeting of the Board of Trustees will be held on February 22, 2021 at 7:30 PM via Zoom.

Respectfully submitted by MaryEllen D'Elia
January 28, 2021