

Library Association of Ringwood Inc.  
Ringwood Public Library- Haff Community Room  
Board of Trustees Meeting  
June 24,2019 - 7:30pm

**ATTENDANCE:** Amy Boyle Geisel (“ABG”), Amanda Beth McCormick Gillman (“Amanda”), Lauren Maguire, Linda Schaefer, Karen Marcus. Interim Directors, Wendy Sandford and Heather Manley Caldwell were in attendance. Ed Thomas arrived at 8:20 PM.

**Absent:** Anne Siebecker, Beth Conroy, Susan Rakosi Rosenbloom

**Call to Order and Statement of meeting notice:** The meeting was called to order at 7:38PM 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\*:**

I. **Approval of Minutes** 5/20/19 Board Meeting; Open Session (no Executive Session) attached (4 pgs.).

II. **Finance Committee;** 2 pg.Budget, 1 pg.RPL Accounts attached.

III. **Friends Report:**June 11,2019 Friends financial report (2pgs.) attached, \$20,197.52 balance.

IV. **Children’s Area Furniture purchase:** 1 pg. Committee update attached.

V. **Building Maintenance; Tech., Roof, A/V, Ballasts and HVAC**– Several ballasts are still out; DPW advised. HVAC/Library Construction Bond Grant Committee awaiting update from Borough Manager on cost projections from recommendations made in 3/13/19 Mechanical Walkthrough Report from Tricarico Architecture. Additional meeting with Tricarico, Committee, Borough Manager and Staff will be scheduled in late June. Awaiting Grant protocol information, anticipated early Summer, 2019.

**Tech.** AV Wall plate needs repair. UPS unit needs to be replaced.

VI. **Co-Interim Directors’ Report** (2 pages, annexed), **Children’s Programs Report** (1pg.annexed), **Adult Services Report** (1 pg.), **Grant request letter for Teens area** (1pg.attached), 1pg. **Asset Inventory doc.**(“Borough sticker inventory”) attached.

VII. **EAP** (‘RPL **E**mergency **A**ction **P**lan’) amendment, 1 pg. ‘Acrid/Toxic Fumes’ (blown ballast) action plan doc. Board approval sought for this doc and addition to EAP Table of Contents.

IIIX. **1 pg.Press Release attached. Daniel Parker, new Director hired.** Starts employment at RPL 7/8/19. Counter offer by Dan; vacation days start at end of 6 mo.probatinary period, not at 1 year anniversary. Board approval sought to permit new Director to use vacation days as of 1/1/20 rather than policy mandated date of 7/8/2020 (amount of vacation days remain same per Policies).

\*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.

ABG made a motion to accept items 2-8 in the Consent Agenda. Amanda seconded and the motion passed. Minutes tabled to July meeting.

### **Committee Reports:**

**Finance:** Amanda reported the audit has been submitted for review.

**Children's Area Upgrade:** Amanda reported that there are three vendors. Delivery and installation will hopefully happen on one day with the help of the DPW. An August delivery date from CLC is pending.

**NJ Library Bond Grant Committee:** Applications are due January 2020. Recent ballpark estimate on HVAC system replacement is \$600,000+/- plus \$50,000 for contractor work. Discussion ensued. Borough Manager will ask for break down on estimate and ask for 2nd meeting with Tricarico to scale back the orig.proposal. 6/18/19 update from NJSL puts protocol on Grant application process out for public comment in mid July - through early Sept. NJSL update estimates applications will be due end of 2019/early 2020. Borough Manager advised.

**Music and Fundraising/Advocacy Committees:** Tabled to July meeting.

**Public Hearing:** No public in attendance.

**Board Comments:** Amy BG reported that her meeting with the Borough Manager concerned looking for NJ grant to replace the lights and ballasts. Borough Manager is working with consultant to upgrade and enhance security for staff and patrons in RPL. This will mean new lighting in parking lot, cameras in lot and entryway and removal of some shrubs alongside RPL. Borough Manager is considering a long term repair of roof; contingent on budget.

Karen, Amy BG and Susan RR will serve on a committee to plan a reception for the new director in September. A staff breakfast on July 8 will be provided by The Friends of the Library.

**Directors' Comments:** Wendy reported that long time member of the staff, Maria Deptula, attended the International Library Conference in Scotland. Wendy distributed handouts concerning going fine free and asked the Board to read the material for discussion at the July meeting. Wendy attended a seminar on Narcan and will discuss the placement of the kit and the amendment to Emergency Action Plan with the new Director. Discussion ensued about an outdoor book drop receptacle vs. using the book drop in the wall of the building. Wendy will get information regarding size, weight and installation needs for book drop for July meeting.

Heather Caldwell discussed the need for a new Dell lap top computer for training, presentations, classes. Discussion ensued. ABG made a motion to approve \$1,357 for a Dell Latitude 5490 computer loaded with

Windows suite and Windows 10. Amanda seconded and the motion passed.

**Old Business:** None.

**New Business:** 6/25/19 Summer Reading Kickoff.

**ADJOURNMENT:** The meeting adjourned at 8:50 pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, July 22, 2019 at 7:30 PM.

Respectfully submitted,

Karen Marcus, June 25, 2019