

Library Assoc. of Ringwood Inc.

Board of Trustees Meeting September 24, 2018

Ringwood Public Library ("RPL")

OPEN SESSION

ATTENDANCE: Amy Boyle Geisel, Heather Nemeth, Karen Marcus, Susan Rakosi Rosenbloom, Amanda Beth McCormick Gillman, Ed Thomas, Elise Bedder, Director. Members of the public included Wendy Sandford and Linda Schaefer.

Anne Siebecker arrived at 7:50.

Absent: Lisa Straubinger.

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

Minutes: Karen Marcus made a motion to accept the Open Session Minutes of August 27, 2018 and Heather Nemeth seconded. The motion passed with two abstentions: ABG and ABMG. Karen Marcus made a motion to accept the Executive Session Minutes of August 27, 2018 and Ed Thomas seconded. The motion carried with two abstentions: ABG and ABMG.

Treasurer's Report: As Heather Manley Caldwell resigned in August, ABMG has agreed to temporarily take on the role of Treasurer. She will be able to report more fully next month. ABG pointed out several discrepancies between the specific financial documents, the Budget spreadsheet and the financial overview documents prepared by the Director. The Director was unable to explain the discrepancies but reported that Quickbooks will be upgraded.

Correspondence: None

Committee Reports:

Creative Library Concepts: Elise will meet with representative in mid October to choose fabrics. Elise and staff will then take fabric and furniture selections back to Committee who will make recommendations for purchases to Board at a future meeting.

Strategic Planning: Susan and Keith Timko of The Support Center have met to talk about the structure of the Town Hall, to be held on Friday, October 19, 6:30-8 PM. The evening, which will be open to the public, will be divided into three parts; overview, group meetings concerning civic engagement, physical layout and digital layout. Closing statements will include financial and volunteer issues. Publicity will be through social media. Refreshments will be served. The final Strategic Plan will be presented to the Board on November 26 and on December 10, it will be presented to the membership at the annual Association meeting.

Friends: New leadership: Eileen Manley/Lisa Petri: Co-Presidents, Carol Baligh: Secretary/Treasurer. Next meeting is October 18th but after that, the meeting day has been changed to second Wednesdays starting November 14. Dwindling membership is a problem. ABG and KM will sit at a table in the vestibule on October 4 and 5 after story hours to speak with and make contact with caretakers in an effort to increase membership.

Book Sale: Set up begins on Sunday, October 7 and continues until Thursday October 11. First day of Sale is Thurs.Oct.11 (for seniors, staff, volunteers) and opens to the public on October 12-13. Heather Nemeth made a motion to approve \$78 for waterproof posters for wooden A frame signs advertising the Book Sale. Anne Siebecker seconded and the motion passed. Heather Nemeth will talk to her contact in regard to large size

posters. Eileen will submit flyer to Elise for the website and Elise will post the dates on the calendar.

Friends -Arduino Kits: ABG asked the Director if staff would like to keep the kits and offer computer programming/robotics in the future; Director declined and said staff has no plans for such programming. Discussion ensued regarding past Friends children computer programming. Karen Marcus made a motion to approve the sale of 15 used Arduino kits to Bill Helphingstine at \$25 per kit, Heather Nemeth seconded and the motion passed. ABG said she would handle negotiations and paperwork.

PUBLIC HEARING: ABG made a motion to move into Public Session at 8:25pm and Anne Siebecker seconded. The motion passed. Wendy Sandford spoke about the rainy Ringwood Community Day event where Eileen Manley (and Linda Schaefer) were honored as Volunteers of the Year. RPL Staff member Kristine headed the Back to School efforts at Ryerson. Director was uncertain if staff was present at Back to School Nights at Cooper or Hewitt. Staff did not attend Back to School night at Erskine, Lakeland HS.or Ringwood Christian. ABG introduced Linda Schaefer, former Borough Council member and Ambulance Auxilliary Board member. Linda spoke briefly about her work experience and her community involvement. ABG asked Linda to join the Board and she accepted the invitation. Linda will join the Association and be appointed in absentia at October Board meeting. At 8:40pm Karen Marcus moved to come out of Public Session and ABG seconded. The motion passed.

Board Issues: Heather Manley Caldwell resigned in August and Lisa Straubinger has announced that she will not run for Board at end of her term in December. ABG asked Board members for suggestions for replacement. Discussion ensued.

Director's Report: Laptops are now compatible with the SMART board; the hole underneath the screen will be repaired; basement rugs were cleaned by the Borough. Funding for statewide Pals Plus deliveries has been reduced. Pals Plus voted to pay \$500 for deliveries from January to June 2019. Isabel will be point person for Pals Plus tech. An art intern starts in the fall and will work with Kristine. Discussion ensued.

Old Business: Mass Mailing went out and the response has been good. Cost to RPL was approx. \$1200 for copies and postage. Skyline Graphics was vendor.

Building: AV system is working properly; cross training for the staff on new system. PJM will install new software for the AC on Directors laptop for home use. Wifi, iPads are working; roof leaks will be repaired with new tiles; disaster plan will be turned over to ABG for review. Mock fire drill in 2 days to be followed with real drill in the fall; 2 more panic buttons have been ordered. The Director will ask the Borough Manager about the 2018 financial Audit requested by the Board.

Grants: The library did not receive the Better World Books grant; looking into Foundation Center Search Grant. Discussion ensued. Director urged to assign staff members to research and submit applications for Grants per past discussions.

Payment of Bills: ABG made a motion to pay the bills and Heather Nemeth seconded the motion passed.

Executive Session: At 9:15 Anne Siebecker moved to come out of Open Session, Karen Marcus seconded and the motion passed. At 9:16 Karen Marcus moved to go into Executive Session. Anne Siebecker seconded and the motion carried. At 10:16 Heather Nemeth moved to come out of Executive Session and Anne Siebecker seconded. The motion carried. At 10:17 Karen Marcus made a motion to go into Open

Session and Susan Rakosi Rosenbloom seconded. The motion passed. Amanda Gillman made a motion to verify the motions accepted in Executive Session. Heather Nemeth seconded and the motion passed.

ADJOURNMENT: Heather Nemeth moved to adjourn at 10:22. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, October 22, 2018 at 7:30 PM.

Respectfully submitted,

Karen Marcus, Acting Secretary

Approved as amended Oct.22, 2018