

**Library Assoc. of Ringwood Inc.**

Board of Trustees Meeting June 26, 2017

Ringwood Public Library (“RPL”)

*OPEN SESSION APPROVED*

**ATTENDANCE:** Amy Boyle Geisel, Heather Nemeth, Anne Siebecker, Susan Rakosi Rosenbloom, Heather Manley Caldwell, Ed Thomas, Lisa Straubinger, Karen Marcus, Elise Bedder, Director. **Absent:** None

**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.

**Minutes:** Amy Boyle Geisel made a motion to accept the Open Session Minutes of May 22, 2017 as amended. Lisa Straubinger seconded and the motion carried.

**Treasurer’s Report:** see 9 pages attached. Heather Manley Caldwell presented the 2017 budget; discussed minimizing bank accounts, setting goals and establishing a capital plan. She asked that the July agenda should address these issues. Amy Boyle Geisel made a motion to amend the signatories on the Fidelity accounts to read: Amy Boyle Geisel, Heather Nemeth, Heather Manley Caldwell, Elise Bedder; any two of the four can sign checks. Amy Boyle Geisel moved to approve the 2017 Budget as final and Karen Marcus seconded. The motion carried.

**Correspondence:** Jason Okin phoned and asked about the minutes that related to New Legacy. He was directed to the January 2017 minutes. The Director read an email from Wenke Taule about the CAG organization and its desire to hold meetings at the library. The Director gave her a copy of the policy for use of the community rooms. The Director read a

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patron's email concerning the brick removal project. Discussion ensued.

### **Committee Reports:**

**Interior Design:** Creative Library Concepts met with the Interior Committee and requested copies of the floor plan to create a new design. Creative Library Concepts uses vendors with state certification.

**AV Committee:** Electric system needs to be reviewed and updated. The committee is Heather Nemeth, Amy Boyle Geisel, Ed Thomas. They will look into the specs on the email from Lisa Petri.

**Friends** – Book Bingo was a successful event with 60 children and their caretakers participating. Battle of the Books is August 12 at 1PM.

The Friends voted to pay an additional \$195 for the enhanced movie license; agreed to pay \$365 for a Science Tellers program; a Robotics Committee was formed. Eileen Manley is committee

chair of brick program. When bricks have been photographed, Wendy will begin the organization process on the website.

**PUBLIC HEARING:** No public in attendance.

**Board Comments:** Anne Siebecker asked about the need for trustee education seminars for 2017. Amy Boyle Geisel will look into this and report at the next meeting. Background checks will be initiated for all new staff. There is no need for a part time Young Adult librarian with Kristine Gubbins and Laura Henderson filling this need. Elise will talk to Scott about access to the building while construction is underway. Amy Boyle Geisel made a motion to authorize full and part time staff to gain safe entry into the building during renovations and work normal hours unless there is some legal or structural

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reason barring access. Heather Nemeth seconded and the motion passed.

**Director's Report:** Elise Bedder produced annexed 3 pages for the Director's Report.

**Payment of Bills:** Amy Boyle Geisel moved that the bills be paid, Karen Marcus seconded and the motion carried.

**OLD BUSINESS:** Pro Bono Legal Opinions: Amy Boyle Geisel asked for help with employment policies.

**NEW BUSINESS:**

**Robotics:** The committee, which will include Laura Henderson, met to discuss the program. They suggest an 8 week program to determine interest, need. The Recreation Department may share costs.

**Executive Session:** At 9:12, Amy Boyle Geisel moved to go out of Public Session and Karen Marcus seconded. The motion passed. At 9:13 Karen Marcus moved to go into Executive Session. Amy Boyle Geisel seconded and the motion carried. At 10:40 Amy Boyle Geisel moved to come out of Executive Session. Heather Nemeth seconded and the motion carried. Amy Boyle Geisel made a motion to approve the actions taken in Executive Session and Heather Nemeth seconded. The motion carried.

**ADJOURNMENT:** Amy Boyle Geisel moved to adjourn at 10:42. The next meeting of the Ringwood Public Library Board of Trustees will be held on Monday, July 24, 2017 at 7:30 PM.

Respectfully submitted,

Karen Marcus

Secretary

June 27, 2017