

Library Assoc. of Ringwood Inc.

Board of Trustees Meeting November 26, 2018

Ringwood Public Library ("RPL")

OPEN SESSION

ATTENDANCE: Amy Boyle Geisel ("Amy BG"), Heather Nemeth, Karen Marcus, Amanda Beth McCormick Gillman ("Amanda"), Ed Thomas, Elise Bedder, Linda Schaefer, Beth Conroy and Director. Linda Schaefer was appointed Trustee by Amy BG in absentia at October 22, 2018 Meeting. Beth Conroy was asked to attend the meeting in contemplation of being appointed by Amy BG and sworn in as new Trustee. Members of the public included Wendy Sandford. Susan Rakosi Rosenbloom ("SRR") arrived at 7:50pm.

Absent: Anne Siebecker.

Call to Order and Statement of meeting notice: The meeting was called to order at 7:32PM 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, WGHT, Channel 77, Borough Manager, and the RPL website. Notice was posted inside RPL.

Minutes: Karen Marcus made a motion to accept the Open Session Minutes of October 22, 2018 and Heather Nemeth seconded. The motion passed with Linda Schaefer abstaining. Karen Marcus made a motion to accept the Executive Session Minutes of October 22, 2018 and Ed Thomas seconded. The motion carried with Linda Schaefer abstaining.

Treasurer's Report: Amanda and the Director reported that Quickbooks 2019 is now operational but that there is a need to get more familiar with it and tweak the new software. Amy BG asked questions regarding discrepancies in financial reports and mislabeling on Emergency Reserve accounts. Discussion ensued. Amanda will follow up with Bookkeeper for answers and report back to Board. ABG noted that on the Balance Sheet

the Emergency Reserve Account is labeled incorrectly as part of the TD Bank account. RPL Funds is an emergency fund with two reserve accounts for the Children's Area and an emergency reserve. The Director will fix titles on accounts for next Board meeting. The Director would like to put more money into downloadables. ABG reported that The Fidelity account has lost money due to the recent stock market dip. Discussion ensued.

Board Issues:

Swearing in of new Trustees: AmyBG introduced Linda Schaefer and Beth Conroy to the Board and Director. AmyBG appointed both Linda and Beth to the Board as Trustees until the Dec.10, 2018 Library Assoc. Annual Meeting at which time both will be up for re-election by the members. AmyBG distributed copies of the NJ State Library Public Library Trustee Ethics Statement to Linda Schaefer and Beth Conroy (Appendix J to RPL Policy Book) and asked them both to review and sign same. AmyBG swore in Linda Schaefer and Beth Conroy according to the Trustee Ethics Statement. AmyBG asked that they both make themselves familiar with The RPL policy book and Mission Statement. Amy BG asked Director to get new Trustees updated Policy books, contact list for Board and list of Board meeting dates. Discussion ensued.

Resignation: Heather Nemeth submitted a letter of resignation effective December 31, 2018. AmyBG accepted the resignation and thanked her for her decades of service.

Trustee Nominations: Karen Marcus served as the nominating committee and made a motion to accept the slate as follows: Amy Boyle Geisel, Anne Siebecker, Susan Rakosi Rosenbloom, Karen Marcus, Linda Schaefer, and Beth Conroy. Amanda seconded and the motion passed. Lauren Maguire has expressed interested in a position on the Board. Discussion ensued about Lauren replacing Heather Nemeth. There is the

possibility of Lauren's nomination from the floor at the December 10th meeting, as she was not present for the November Board meeting.

Annual Association Meeting: AmyBG will write up an agenda.

She distributed a proposed letter addressed to the membership. SSR made a motion to accept the letter to the Association members and Amanda seconded. The motion passed. Karen Marcus will contact Friends members, Nancy Levine and Marge Gavan to count ballots.

There will be a reorganization of the Trustees and committee assignments at the January 28th meeting. AmyBG told the trustees up for re-election to be prepared to make a short speech concerning their candidacy for the Board at the Annual Meeting.

Committee Reports:

Strategic Planning: Susan Rakosi Rosenbloom distributed a copy of the Strategic Plan and asked that focus be given to pages 2-5, objectives and goals. She discussed the importance of fundraising and Friendraising. She stated that if the Plan is voted in, there would be changes to board responsibilities, job descriptions, volunteerism and funding methods. SRR went over role of Director to bring Strategic Plan objectives and goals to fruition. Director asked Board for a dashboard approach and for Board to prioritize objectives in the Plan for her. SRR stated that she believed the Director must make the Plan her own and take the lead in bringing the Plan to life. Discussion ensued. ABG made a motion to accept the document entitled Strategic Plan for RPL (subject to editorial changes) and Heather Nemeth seconded. The motion carried. The Director will post a link to the Strategic Plan document on the RPL website, Facebook page and copies should be made available at the Circulation Desk. SRR suggested that the

Director take copies to the Town Council. Amanda Gillman suggested condensing the document into a pamphlet version. SRR suggested the Director contact the June and October Town Hall participants and offer them copies of the plan and an invitation to the December meeting. AmyBG moved that the Director create and distribute a tri-fold pamphlet for dissemination at Annual Meeting and inside RPL and that Director create and give a Power Point presentation about the Plan at the Annual Meeting. SRR seconded and the motion carried.

Creative Library Interiors: The Director invited the Trustees to a meeting on Friday, November 30 to choose fabric for the Children's Area. Discussion ensued.

Friends: Meetings are now held on the second Wednesday of the month. Berta's fall event raised \$1590. The Friends approved staff request to pay for the first years license fee to Ancestry.com for approx. \$1350. Discussion ensued about uses in programming and review of flyer presented by staff for Ancestry.com/Family Tree program. SSR made a motion to approve that the Friends pay for one year's license fee for multi-user use inside RPL for approx. \$1350; Heather Nemeth seconded and the motion carried. After Toddler Story Time on January 11, the Friends will hold a Meet and Greet for potential new members. New member, Susan Ryd, Eileen Manley and Karen Marcus will clean the RPL kitchen and reorganize the cabinets/drawers on December 3.

PUBLIC HEARING: Karen Marcus made a motion to go into Public Session at 9:00 PM. SSR seconded and the motion carried. Wendy Sandford presented a potential program involving the current interest in ancestry. Wendy Sandford advised that there were 4 collection boxes in the RPL lobby for food drive, used coat drive, new kids books and the Mitten Tree. AmyBG asked the Director if staff had to dedicate time to

organizing any of the collection boxes. Wendy Sandford gave overview on scheduled Christmas program. A discussion ensued concerning appropriateness of religious content in programming. Board suggested to Director that if one religion was represented in a program, equal time should be given to other religions in programming. Director advised that she believed the Mitten Tree was not a Christmas tree but was a universal symbol. ABG made a motion to come out of public session at 9:10 and Ed Thomas seconded. The motion carried.

Director's Report: Two pages annexed.

The Director intends to talk with Ringwood Schools K-8 Superintendent, Dr. Bernice, about outreach and Library programs in technology. Initial meeting was cancelled due to Supt. schedule conflict. The Tech Supervisor and the Children's Coordinator will both be involved in this effort.

Old Business:

Emergency Action Plan: Director gave all Trustees the 48 page RPL Emergency Action Plan dated Sept., 2018. ("EAP"). This plan will be tested with an unannounced drill. Linda Schaefer will talk to Chief Walker to get his input on the EAP. ABG made a motion to approve the 48 page EAP and Heather Nemeth seconded. The motion passed with Linda Schaefer and Beth Conroy abstaining.

New Business:

Holiday Schedule: Director gave out copies of 2019 Holiday Schedule. Discussion ensued. AmyBG asked the Director whether part time employees are paid for days when RPL is closed; Director replied in affirmative. AmyBG advised that most municipal libraries do not pay their part time employees for days the library is closed. 2019 Schedule provides for 13 ½ days off. Discussion ensued. ABG will look at the employee policy with regards to sick/vacation days with addition of holidays. ABG made a motion to approve the 2019 Holiday

schedule as presented and Karen Marcus seconded. The motion passed.

Purchase of new computers/monitors: Director gave overview of need for and price quote from Pals Plus. ABG moved to spend \$5,521.92 for two new computers installed with QuickBooks 2019 and 8 new monitors. Heather Nemeth seconded and the motion passed.

Building Maintenance/Systems: Director advised that there have been no additional leaks or water issues from Roof. The new AV system works well and the staff is learning how to use it effectively. Icing issue in the parking lot resulted in phone call to DPW, application of salt and traffic cones to alert patrons to existence of ice. PayPal is up and running with the ability to make donations to the library online.

Grants: Report on Staff efforts tabled to January at request of Director. ABG gave overview on \$250 million NJ Library Bond Referendum which passed in 2017; Association Libraries can apply once they have improvement project plans, vendor quotes and financial capability to match funds. ABG believes this is perfect time for Committee to be formed to research and take action to secure some of the Bond monies for Strategic Plan objectives. Discussion ensued. Target date is spring, 2019 – that is when NJSLibrary will release guidelines for applications. ABG does not want RPL to miss out on this opportunity and she has relayed Bond information to Borough Manager and two Council members.

Payment of Bills:

Heather Nemeth made a motion to pay the bills for November and ABG seconded. The motion passed. ABG made a motion to authorize the Director to pay bills up to \$1500 through December/January 28, 2019. Karen Marcus seconded and the motion passed.

Executive Session: At 9:50pm ABG moved to come out of Open Session, Karen Marcus seconded and the motion passed. At 9:52pm Karen Marcus moved to go into Executive Session. ABG seconded and the motion carried. At 10:56pm Heather Nemeth moved to come out of Executive Session and ABG seconded.

The motion carried. At 10:56pm Karen Marcus made a motion to go into Open Session, Susan Rakosi Rosenbloom seconded and the motion passed. Amanda made a motion to verify the motions and actions accepted in Executive Session. Heather Nemeth seconded and the motion passed.

ADJOURNMENT: ABG moved to adjourn at 10:57pm. The Annual Association Meeting will be held on Monday, December 10, 2018 at 7:30. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, January 28, 2019 at 7:30 PM.

Respectfully submitted,

Karen Marcus, Acting Secretary

Approved 1/28/19