

Library Association of Ringwood Inc.
Ringwood Public Library- Haff Community
Room Board of Trustees Meeting
October 28, 2019 - 7:30pm
OPEN SESSION Approved

ATTENDANCE: Amy Boyle Geisel (“ABG”), Amanda Beth McCormick Gillman (“Amanda”), Lauren Maguire, Beth Conroy, Susan Rakosi Rosenbloom, Director Dan Parker. Linda Schaefer arrived at 7:35 and Ed Thomas arrived at 7:48. Member of the Public: Wendy Sandford.

Absent: Anne Siebecker and Karen Marcus

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, Borough Manager, and the RPL website. Notice was posted inside RPL.

Consent Agenda*:

I. Approval of Minutes:

- 9/23/19 Board Meeting, Open Session and Executive Session, 4pgs

II. Finance Committee: -1 pg.Finance Summary attached.

- Amanda reports the childrens furniture has officially all been paid for and there is \$4,000 left in that account

III. Friends Report:

1 pg.finance summary attached.

- Book Sale; Oct.14-19,2019. Thank you to those Board members who assisted. Approx.4000 books and toys donated. Approx.\$3400 made net.
- The Board discussed getting a scanner so books could be priced differently; it will ultimately be left to whoever runs the sale next year
- A BIG Thank you to Eileen Manley and Lisa Petri Co-Presidents of the Friends for taking on this giant task. It was beautifully run.
- Nov.15,2019 is Berta’s Chateau Dinner gala fundraiser. \$75 per ticket, select entree at time of purchase, Jackie Legg will play piano during event. Tickets on

sale at Circ Desk We are only at the ½ mark for ticket sales right now- we will send an email out to townhall participants

- The friends paid for an AED device and it has been installed.

IV. Building Maintenance; HVAC- Borough will go for grant per NJ Direct Install program to obtain LED lighting upgrades inside RPL and seek upgrades/renovation of HVAC system. Grant application in process. Borough Engineer will draft design drawings for roof/overhang over basement fire escape door (to prevent water seepage). Borough Manager will request proposals to bid for new roof and roof over basement fire escape door. Assoc.will use those proposals to make application under NJ Library Construction Grant for 50% match for both roofs. Estimated cost is \$50,000+/- . Assoc.will maintain all funds in reserve to pay for roofs and HVAC as needed by Borough. Borough Manager awaits new roof quote.

Tech., AV, Ballasts - Ballast to side of Circ desk blew during Book Sale. Dan opened the doors and aired out the fumes. Borough was advised. Borough is to repave portions of front parking lot, center

VI. V. Directors' Report (1 page), Children's Programs Report (1 pg.), Adult Services Report (1 pg.). Tech.Services Report (7 pgs), attached.

*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.

Amanda made a motion to accept items in the Consent Agenda. ABG seconded and the motion passed.

Regular Agenda:

Committee Reports:

Finance:

Programming:

Fundraising/Advocacy Committee:

Board Comments: Beth Conroy made mention of Heather Caldwell's Crazy 8's program at Hewitt; it is being very well received.

Roof/HVAC- this is still on hold. We are still part of the bigger Borough grant application through Direct Connect. Scott Heck is getting quotes for the roof. We'll use the NJ Library Grant fund for the roof.

The NJ Library Grant may not be out until the new year at this point. We would pay 50% of the roof and money left would go to help the Borough with HVAC expenses. More information will be coming.

Directors Comments:

The Borough came in and did work on the stream bed. They cleaned it up and it seems to be working- the pond is full. Dan is hoping this will help cut down on the dampness in the basement and therefore help with HVAC issues

The lights on the patio out back are out. The Borough will re-wire them for LED. Linda asked if motion lights were a possibility to save on energy. Dan said he believes the lights are on a sun up, sun down timer. Susan asked if a sensor would be better- we should be working to be as sustainable as possible.

Dan went to the Borough budget hearing and asked for a small salary budget increase to help with the changing minimum

wage and increase in health care/retirement. Dan asked for a 3% increase. Dan submitted written Budget request to Borough.

Dan reported he received a \$5,000 grant from TD Bank for the teen zone. He asked to spend the grant on furniture for the teen zone. ABG moved to give Dan the authority to spend the \$5,000 grant on new furniture for the teen zone, Susan seconds the motion, all in favor- motion passed.

This will not be an annual grant for Dan believes we could ask every 5 years or so.

Thank you to Jim from TD Bank for the grant.

ABG and Dan brought to the board's attention- Dan had picked up that we have not been holding money in reserve to pay people for unused sick days. This is something to look into for the future.

Public Comments: None

Old Business: The New Employee Handbook, which ABG has been working on in conjunction with Pro Bono free legal services is close to being done. Jeanette Levy Frish, Esq. of Pro Bono drafted a 62 page book, ABG edited it and ABG and Dan just revised the third version. This version has been sent back to Jeanette to review and finalize. The handbook includes employee rights. It will be circulated amongst the board for perusal once it is in final draft.

New Business:

The board is working on the language edits to make joining the Library Association more welcoming and inclusive. ABG gave a history of why the language was- to prevent a take over by those who have shown no stake hold in the library. Local history on an attempted library 'coup' dates back to 1965 and is on file in the Reference Dept.

Suggested edits to amend by laws:

Options to join the association will include volunteering, attending meetings, or paying membership fees (completing one of these actions would give a person the right to vote)

Amanda would like to see more concrete language on the volunteer section: Calendar year vs. Previous year

Discussion involved subsection 4: if you complete meetings or volunteer time you will receive a form to complete to enroll as a member.

Linda suggest a Ringwood Seniors group to try and get our 60 and up community more involved.

Ed suggested the following changes:

Each subpoint should start with an uppercase

Change the i.'s and look at periods

Verbage: membership spans the current calendar year

Members must be 18 years of age or older

ABG will change the language for the proposed amendment.

Susan motioned to approve the proposed amendment as edited.
Amanda Seconded. All approved.

We will be voting on two trustees at the annual meeting- Ed and Amanda

Susan brought up a minutes question- when should we be reviewing the December annual meeting minutes- it feels like a long time between the meeting and when we review. ABG states that the President and Secretary look the notes over by January so they are reviewed at least once in a shorter time period. There is no other option as our Constitution requires that we adhere to Roberts Rules of Procedure.

We discussed Dan giving a presentation at the annual meeting- perhaps a top 10

Term limits were put up for discussion- if we get more members with the new edits to the amendment lets' consider putting something new in place. Dan suggested 2-3 year terms with 1 year off and then a trustee could come back for another term.

There was no need for an executive session.

ADJOURNMENT: At 9:05pm Linda made a motion to adjourn the meeting. Susan seconded. The motion passed. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, November 25th, 2019 at 7:30 pm.

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Respectfully
submitted,
Beth Conroy,
November 2, 2019

