

**Library Association of Ringwood Inc.**  
Board of Trustees Meeting October 22, 2018  
Ringwood Public Library (“RPL”)

*OPEN SESSION*

**ATTENDANCE:** Susan Rakosi Rosenbloom (SRR), Karen Marcus (KM), Lisa Straubinger (LS), Heather Nemeth (HN), Director Elise Bedder (The Director), Ed Thomas (ET), Amanda Beth McCormick Gillman (ABMG), Amy Boyle Geisel (ABG) 7:37, Anne Siebecker (AS)7:40

**Public:** 1 member of RPL staff in attendance; 2 members of the public

**Absent:** None

**Call to Order and Statement of meeting notice:** The meeting was called to order at 7:36 PM by Vice President HN 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.

**Approval of Minutes:** Two changes were made on the open session minutes of September 24, 2018. SRR made a motion to approve the open minutes. KM seconded. Motion passed. LS abstained. Approval of Executive Minutes from September 24, 2018 tabled for executive session.

**Treasurer’s Report:**

- Met on October 11, 2018. Reviewed the numbers ABG asked for updating on. Financial docs still contain entries in negatives and entries that refer to Year 2000. ABG asked ABMG to follow up with Maxine Green Bookkeeper to get answers on these questions

from Sept. Board meeting. The Director responded that she is still working on updates to Quickbooks software and does not have answers to financial questions at this time. The Director and ABMG will be meeting with the CFO of the town of Ringwood on Monday, October 29, 2018 to discuss the upcoming budget.

- TD Bank Report - no questions
- Ringwood Public Library (RPL) Quickbooks report - no questions
- Library Association Balance Sheet - ABG asked what 2000's residuals represented. ABMG replied that it is a code and can't be removed at the moment. It has no significance and the finance committee is working on removing it. The numbers do not change. ABG asked again about a negative balance. It was reported that it didn't mean anything. The Board asked for clarification at the next meeting.
- Friends of Ringwood Library - a negative balance is listed. ABG asked why there is a negative balance. The Director was asked to clarify for the next meeting.
- Fidelity account - no questions
- Library Association Profit and Loss - \$4,405.00 has been received so far from the donation mass mailing. A thank you letter is being sent to donors. Concern over the fact that two people present, one Board member and one community member, did not receive the mailing.
- ABG requested a new line item, 'grants', be added to all future Agenda's. Director will include it in all future Agenda's.
- The Director, the Secretary and the Bookkeeper will all have access to QuickBooks
- Correction was made to the \$1500 line item with total to be paid to "The Support Center" of \$3,000. This \$3,000 expense is for

Executive Coaching for the Director and not strategic planning.  
Strategic Planning expense to The Support Center is \$5,000 total.

- Library Association Balance Sheet - no questions
- Profit and loss detail - All Girl Scout Troops are covered under one blanket \$1million insurance Policy. ABG questions whether Library should charge each individual troop for use of rooms. Director replied that it has been inconsistent, some troops were charged \$50, some \$100. The Secretary will review the policy.
- Side note in regards to finances: A bond referendum was passed - NJ Library Construction Bond Act. \$125 million was approved. Association libraries are allowed to apply in the spring of 2019. Can be used for renovations. We must prove we have matching funds within 90 days of application. ABG requested that staff members follow up on the application process. All information should be ready to go when the grant opens up. ABG tasked the Director to task a staff member to stay on top of this.
- ABG asked if any grants are being applied for to support programing in the children's department. The Director expressed concern about the amount of grants the staff can apply for and maintain job responsibilities. ABG asked how many Grants are in the works currently, one. Two applications were denied.

**Correspondence:**

- None

**Committee Reports:**

**Building Committee/Creative Library Concepts:** The committee met to look at fabric samples. Creative Library Concepts (CLC) will be

sending large cloth samples to help the committee make a decision. The committee looked at end panels (possibly with cutouts or a Lego board).

### **Strategic Planning:**

- The Town Hall event went well. 20 people attended. Some familiar faces and some new faces.
- SRR - It's important that we keep reaching out to the community and follow up with people who showed an interest. Discussed creating a Development Committee to bring community members in on the Strategic Planning. SRR asked whether Director has sign in sheets from both Community Meetings. Staff member has both.
- Next meetings will be held on November 1st & November 9th.
- Keith shared a printout of the polling with SRR. She will share at the next meeting.
- Survey will be put on the website to gather more data - Six questions with several choices for answers. SRR emphasized that it is vital that the same language, same questions be posted. No changes. Staff will monitor responses and keep data for Board.
- The Director will also share a link to the survey in her Friday newsletter and on social media.
- People from the Town Hall Meeting will be signed up for the library newsletter.

### **Friends Report:**

- Annual Book Sale - \$2735.60 (gross); \$150 (maintenance); \$85 (signs)
- KM shared concern over the amount of work put in and the results. Need 4-5 committed people to make this work. Currently only have 2

- Considering changing start time from 9:00AM to 10:00AM
- Saturday or Monday setup - not Sunday
- Have two late nights for working community members
- Better World Books took leftover books
- Berta's Dinner 11/16/18 - sold 35 out of 50 tickets so far. Event is advertised on the website; Friends will be sending out a new flyer.

Director would prefer that Circ desk staff not be responsible for ticket sales. Karen and Eileen Manley will handle remaining sales.

**Public Hearing:** KM made a motion to go into Public Session at 8:38 PM. HN seconded. The motion carried. Staff members took notes from Town Hall event. ABG asked that the notes be shared with the Board. Staff member Wendy Sanford discussed the different grants being looked into and applied for. She is currently working on one for Costco to support the purchase of materials to be a repository for Center for Family Resources. The Director needs to look at the figures before sending the grant to Costco. SRR brought up some concerns about the storage of materials required if we become a repository for these materials. ABG asked whether the materials would be available to all Ringwood residents or only those in CFR, age groups involved and cost. ABG advised that the Friends had several questions about this request for funding from staff. The Library may come back to the Friends to fund this request if the Costco grant isn't received. This will be revisited in November. The Library didn't receive the grant from Better World Books. HN made a motion to come out of public session at 9:00 PM. KM seconded. The motion passed.

**Board Comments:**

- ABG appointed Linda M. Schaefer (LMS) to replace the Board position vacated by Heather Manley Caldwell.
- The nominating committee reported the following Board members will be running for a Board seat in December for 2019-2021: AS, ABG, KM, SRR and LMS. LS will not be running.
- ABG addressed members of the public interested in joining the Board
- A mailing needs to be sent to current voting members about the annual meeting
- ABG asked the Director to have a list of all Association members, those that renewed by Oct.1 and those that did not; available by mid November, 2018.
- New employee handbook by Pro Bono Attorney; 3rd draft was sent to all Board members and Director - tabled for November due to Directors health.
- New insurance - tabled for November due to Directors health.

**Director's Report:** Discussion ensued in regards to report attached.

- Emergency plan must be corrected, several typos - tabled for November
- Fire/Evacuation Drills - recorded in the Disaster Plan manual; SRR requested they be added to the monthly agenda as well.
- PAL's Plus - Seven new adult computers are needed. Jim Dwyer giving a quote for computer, monitor, and possibly a keyboard and a mouse
- Tech Services Supervisor working on adding a PayPal and registration button to the website

**Old Business:**

- Donation money received from the estate of Charles Thiemann in the amount of \$2,000.00 can be used by the library, unrestricted
- ABG would like to see an audit completed. The Borough Manager doesn't think it is necessary at this time. The first and only audit was done in 2015. ABG requested the Director to get Accountants and price quotes for a full comprehensive audit and report back at the November meeting.

**New Business:**

- Report received from the new Tech Services employee (see attached)
- Discussion of a Financial Development Committee to help write grants. Reach out to volunteers from the Town Hall Meeting. The Board will revisit this idea in January.
- Possibly Funding and Development Committee with AS and SRR as co-chairs

**Building Maintenance Systems:** Currently all working fine.

**Unpaid Bills:** ABG made a motion to pay the unpaid bills. HN seconded. The motion passed.

**Executive Session:** At 9:25PM KM made a motion to come out of open session. HN seconded. The motion passed. At 9:25PM KM made a motion to move into Executive Session. HN seconded. The motion passed. Elise Bedder left for the evening at 9:42pm.

HN made a motion to come out of Executive Session at 10:04 PM. KM seconded. The motion carried. At 10:04PM HN made a motion to go

into Open Session. KM seconded. The motion passed. ABG made a motion to approve all matters voted on in Executive Session. LS seconded and the motion carried.

**Adjournment:** LS made a motion to adjourn at 10:06 PM. HN 2nd. Motion passed The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, November 26, 2018 at 7:30 PM

respectfully submitted,

Lisa Straubinger, Secretary

October 22, 2018

Approved 11/26/18





