

**Library Association of Ringwood, Inc.**  
Ringwood Public Library (“RPL”)  
Board of Trustees Meeting  
Remote/Zoom – Covid19 State of Emergency  
October 26, 2020 7:30PM  
Minutes

**The meeting was called to order at 7:40PM 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, Borough Manager, Borough Clerk, and the RPL website. Notice was posted inside RPL and Ringwood Town Hall.

By Executive Order 103 dated 3/9/20 of his Honor Phillip Murphy, the Governor of the State of New Jersey (“Governor Murphy”) a Public Health Emergency and State of Emergency was declared in New Jersey due to the Covid19 virus pandemic. In recognition of the State of Emergency and after consultation with the Ringwood Borough Council, Ringwood Borough Manager and Health Dept., the Ringwood Public Library was closed to the public at 5pm, March 13,2020. By Executive Order 153 d.6/9/20 Governor Murphy rescinded certain portions of Ex.Order 107. By Admin.Order 2020-15 dated 6/13/20 of Col.Patrick J.Callahan, the Director of Emergency Management, public libraries in NJ were permitted to provide materials to patrons via curbside service effective 6/15/20. The 10 page Reopening Plan for the RPL was approved on 6/15/20 and the Borough Health Dept.and Manager authorized lobby service pursuant to that Plan to commence on June 22,2020. By Ex.Order 157, Gov.Murphy authorized public libraries to reopen with limited capacity, physical distancing, masks and other safety protocols. By Ex.Order 171 d.8/1/20, Gov.Murphy extended the Public Health Emergency and State of Emergency in NJ created by Ex.Order 103 without end date. Executive Order 191 dated October 24, 2020 renewed the Governor’s declaration of a Public Health Emergency and all of the prior restrictions enacted and currently active as a result of the Emergency. Ringwood Public Library has reopened to the public with restrictions in accordance with the Reopening Plan, Phase 1.

This meeting is in accordance with P.L. 2020, Ch.11, approved 3/20/20, Assembly, No.3850; known as the Emergency Amendment to the Open Public Meetings Act. Members of the Public are welcome to attend via the Ringwood Public Library Zoom account via registration with the Library Director via Event Keeper at [www.ringwoodlibrary.org](http://www.ringwoodlibrary.org). Members of the public are welcome to submit comments or questions regarding this Meeting via [publiccomment@ringwoodlibrary.org](mailto:publiccomment@ringwoodlibrary.org). The meeting was held via Zoom and recorded. In attendance were 8 Board Members, the Library Director, and 3 members of the public. Trustee Linda Schaeffer was absent.

The meeting is being recorded.

**Consent Agenda**

1. Approval of annexed Minutes of open session Sept 28, 2020 Board Meeting (6 pages)

## 2. Directors Report dated October 13, 2020 (1 Page)

A discussion was had about the style of the minutes. Instruction was given that minutes are to have less detail, summarize any important points of discussion, list bullet points of action items, and list any decisions made as well as listing the motion and voting details.

In addition, the minutes from the September meeting will be amended to include the correct name for theThe New Weis Center for Education, Arts & Recreation ('Weis'). Anne made a motion to approve the minutes as amended. Lauren seconded. Amanda Beth McCormick Gillman abstained, all other Board Members vote in favor.

### **Regular Agenda**

1. **Friends:** there was no new update

2. **Public Hearing:**

At 7:50 PM Amanda Beth McCormick Gillman made a motion to open the public hearing. Susan Rakosi Rosenbloom seconded the motion.

There were no emails for public comment.

A motion was made by Amy Boyle Geisel to close the meeting to public comment. Ed Thomas seconded and it was voted in favor unanimously.

3. **Board Comments:**

**SWOT:**

#### **Action Items:**

- Amy Jolin will compile a summary and data and send it to the Board.
- Focus of the Executive Session in November to discuss and put recommendations into practice.
- Board Members to think about upcoming election and possibly running for leadership positions.

4. **Director Comments**

A staff meeting was held this afternoon with the result of good commentary from the staff. The library will be a polling place for the election. The quotes for a new phone system are forthcoming. Facebook feedback has been good.

**Action Item:**

- The Director will consolidate the best quotes for the phone system and send to the executive committee for review.

## Old Business

### 1. **NJ Library Construction Bond Act update:**

There is no update.

### 2. **Building/Maintenance issues**

No new issues to report.

### 3. **Reopening update:**

Everything is going well. Because of the current cluster of Covid19 cases in Ringwood the Health Department asked for the Headless Horseman Story Time to be cancelled.

### 4. **Update of focus group input and candidates for new positions:**

- The focus group consisted of 1 person by zoom and 1 by email. Other invitees did not respond. The feedback that was received was interesting.
- The Youth Services Librarian search yielded a high quality group of applicants. Of 12 applicants, 8 have an MLS, 2 have an MLS in process, and 2 did not have an MLS and were not considered.

### 5. **Suggested changes to By Laws/Constitution:**

- a. **Art. IV Board of Trustees:** After a discussion about the preference for 2 or 3 year terms, the decision was made to change Article 4.B. from, "Trustees are elected for 2 year terms by the general membership of the Library Association, with 5 terms expiring in odd years and 4 terms expiring in even years. There is no limit on the number of terms an individual may serve." to "**Trustees are elected for 3 year terms by the general membership of the Library Association. No individual may serve more than 2 consecutive 3 year terms or a total of 6 years. Re-election to the Board is possible after a 2 year hiatus.**"

- i. A motion was made by Ed Thomas to approve the new language. It was seconded by Susan Rakosi Rosenbloom, and voted in favor unanimously.

- b. **Article VII.B Elections:** After a discussion about who the Nominating Committee should be formed by and report to the decision was made to change the wording as follows: "**There shall be a Nominating Committee consisting of 3 persons, appointed by the Executive Committee at least 30 days prior to the annual meeting. One shall be a Board Member, One shall be an Association Member and the third member shall be an adult library card holding resident of Ringwood. The Nominating Committee shall assess the present incumbent Trustees and potential new Trustees and present a recommended slate of candidates to the membership at the Annual Meeting. Nominees need not be members of the Association to be nominated or elected, but if elected must join and pay membership dues prior to being seated.**"

A motion to accept this language was made by Amanda Beth McCormick Gillman. It was seconded by Susan Rakosi Rosenbloom and voted in favor unanimously.

- c. **Article VII. E. Elections:** The decision was made to change the language to: 'E. Vacancies occurring on the Board of Trustees at any time shall be filled by appointment of the President with the advice of the Executive Committee and the approval of the Board of Trustees. Such appointments shall serve out the remainder of the term of the vacating member.'" A motion to accept the changes was made by Susan Rakosi Rosenbloom. It was seconded by Lauren Maguire and voted in favor unanimously.

**New Business:**

**6. Annual Meeting of the Association December 14, 2020:**

- a. **Action item:** Dan will create the letter that goes with the mailing with an explanation of the changes being recommended by the Board.
- b. A discussion of the mechanics of holding the annual meeting happened.
  - i. Amy Boyle Geisel made a motion that the members would be provided with the methodology for paper balloting over a 4 hour period the day of the annual meeting inside the Library with the meeting being held live on zoom with a survey monkey or zoom poll during the meeting, as determined best by Library Staff. It was seconded by Susan Rakosi Rosenbloom and voted in favor unanimously.
- c. **Board's Recommended Slate Board Candidates:**
  - i. Amy Boyle Geisel made a motion to put forth the slate of Jessica Einreinhof and Kathryn Grant for election. It is seconded by Amanda Beth McCormick Gillman. Jessica Einreinhof and Kathryn Grant abstain, all other board members are unanimously in favor.

**7. Revision to General Policies: II Duties and Powers of the Board of Trustees:**

- a. Amy Boyle Geisel makes a motion to remove the sentence "No meetings can be held or business conducted electronically." It is seconded by Lauren Maguire and voted in favor unanimously.

**8. Copies of New Personnel Policy – V. Condition of Employment O. Immunization Policy and Waiver Form:**

- a. A motion to approve was made by Amanda Beth McCormick Gillman. It was seconded by Jessica Einreinhof. 8 Board Members voted in favor with Kathryn Grant abstaining.

**9. Proposed Dates for monthly Board Meetings for 2021:**

- a. A motion was made by Jessica Einreinhof to accept the proposed Board Meeting schedule. It was seconded by Amanda Beth McCormick Gillman and voted in favor unanimously.

**10. List of Library Holidays:**

- a. A motion was made by Lauren Maguire to accept the list of Library holidays as put forth. It was seconded by Ed Thomas and voted in favor unanimously.

At 8:58PM Susan Rakosi Rosenbloom made a motion to move to Executive Session. It was seconded by Lauren Maguire.

At 9PM a motion was made to resume public session, end Executive Session, and approve and verify all motions made in Executive Session.

At 9:01PM the meeting was adjourned.

NEXT MEETING OF THE BOARD OF TRUSTEES IS 7:30PM, NOVEMBER 23,2020 by ZOOM.

Respectfully submitted, MED 11/5/20 Draft2