

Library Assoc. of Ringwood Inc.

Board of Trustees Meeting January 28, 2019

Ringwood Public Library (“RPL”)

OPEN SESSION APPROVED

ATTENDANCE: Amy Boyle Geisel (“Amy BG”), Amanda Beth McCormick Gillman (“Amanda”), Anne Siebecker, Linda Schaefer, Beth Conroy, Lauren Maguire, Susan Rakosi Rosenbloom (“SRR”), Karen Marcus and Elise Bedder Director. Ed Thomas arrived at 8:21pm. Members of the public included Wendy Sandford.

Absent: None

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: SSR made a motion to accept the Open Session Minutes of November 26, 2018 and Karen Marcus seconded. The motion passed with Anne Siebecker and Lauren Maguire abstaining. Linda Schaefer made a motion to accept the Executive Session Minutes of November 26, 2018 and SSR seconded. The motion carried with Anne and Lauren abstaining.

Treasurer's Report: The Director reported that bookkeeper and the treasurer meet regularly to produce reports. The 2019 Budget will be determined by Borough Council in March or April. An anonymous patron has donated money to the reference department. SSR asked for trustee training to understand the budget sheets that the treasurer uses. SSR will follow up with Amanda to set up that training. ABG asked that the Board work on looking at donations as the discussion continues about the 2019 Budget and the implementation of the Strategic Plan. The Director would like the Finance Committee to continue meeting.

Correspondence: None

Committee Reports:

Strategic Planning: Susan Rakosi Rosenbloom discussed the trustee training session to be held on February 1 from 5:30-8:30 with Richmond Rabinowitz. Discussion ensued concerning menu.

Creative Library Interiors: The Interior Committee (Amanda, Ed, Heather Caldwell, Kristine Gibbins, Wendy Sandford, Elise Bedder) had a final meeting with the representative. The Director handed out children's area floor plans d.8/25/17 with new features and displayed samples of upholstery and wood/finish colors all approved by the Committee. The price quoted for this plan will be \$40,558.53 (sum authorized and placed into reserve account by Board is \$22,000) or \$18,558.53 more than what was originally suggested, 18 months ago for the renovation of the Children's Area. No infrastructure

changes will be made. The Director will resend the orig. 3 floor plans for renovations to the entire Library to the Board. SSR asked for a 3D or virtual display of the proposed changes to lay out, furniture selections in the Children's Area and the potential costs for the renovations in the other areas. SSR asked for an itemized list of the cost for the Children's Area furniture. The decision to vote on this project was tabled until February pending this requested information. AmyBG asked the Committee to meet again to discuss and make recommendations to the Board regarding the three proposed floor plans, costs and design. If we do not buy something from CLC, Director warns that we will be invoiced for a consulting fee. ABG would like to see any proposed contract for the purchases for the Children's Area and the requested information ahead of the February Meeting.

Friends: The Teddy Bear Sleepover on 2/8/19 with photos by Regina Ledgerwood and organized by Lisa Petri, is a fundraiser for children 3-7. The pre parade event will be organized by ABG and will be held 3/23/19. The annual book sale will be held 10/13-10/19. ABG suggested that the Friends seek new Friends members at these events. She suggested a display of the new plan for the interior of the library to be provided at the events to generate interest, volunteers, membership and donations.

PUBLIC HEARING: Karen Marcus made a motion to go into Public Session at 8:35 PM. SSR seconded and the motion carried. Wendy Sandford discussed the Fine Free pilot program that will not be enacted in 2019. The library now offers the

ability to investigate genealogy through Ancestry.com and will begin a group to explore this. A discussion ensued about the budget crisis with Library Link, the state wide intra library delivery system. Karen Marcus made a motion to come out of public session at 8:45pm and Ed Thomas seconded. The motion carried.

Director's Report: Four pages annexed. The Director reported that the emergency drills held in December were enacted well. She would like to see staff members trained in CPR and AED. The active shooter scenario was part of the Emergency Action Plan. ABG noted the need/request for volunteers from Lakeland and college students to serve for the NJ Makers Day celebration to be held on March 22-23 and for library tasks.

New Business: Trustee Swearing In:

ABG asked the trustees to read Appendix J in the Ethics Statement and to be familiar with library policies and mission statement; to read "How to be a Trustee" in the state library manual. ABG made inquiry if the newly elected Trustees, Anne, Karen, Susan, Lauren, Beth, Linda and ABG would all adhere to the Ethics Statement and the Mission Statement, hearing a resounding 'yes'; the newly elected trustees were sworn in.

Election of Officers: Discussion ensued regarding job descriptions for each position and interest. SSR made a motion to accept the slate of the executive board as follows: ABG – President, Anne Siebecker- Vice President, Karen Marcus – Secretary, Amanda Beth McCormick Gillman- Treasurer, Ed

Thomas – Corresponding Secretary. Beth Conroy seconded and the motion passed unanimously.

Stigma Free Zone: The Director has met with Paula Tedesco, a psychiatric nurse, to discuss the possibility of the library becoming a Stigma Free Zone in regard to mental health issues. The Ringwood Borough Council adopted a Resolution and Ringwood is now a ‘Stigma Free’ Zone. Ms. Tedesco leads a Stigma Free Zone Taskforce together with Jeannette Davision, Borough Health Officer and others, they apply for a Grant for their work from Chilton Hospital. Ms. Tedesco will come to the February meeting.

Building Maintenance/Systems: Roof: The Director advised that there have been no additional leaks or water issues regarding the roof. HVAC: The HVAC system has failed twice in the last month. ABG mentioned the NJ library building grant and suggested getting quotes from vendors and consultants now for a new HVAC system. The Director will meet with the Borough Manager to discuss this. Tech and A/V: The staff needs to learn more about the AV system to effectively operate the system. Tech. Services Supervisor is working with vendor. Ballasts: Director will be in touch with Borough Manager regarding replacements over Circ desk.

Grants: RPL has received \$500 for the Makers Day Grant (March 22-23). We did not receive the Costco Grant. The library will submit the grant application in mid March for the Per Capita State Aid Grant.

Payment of Bills:

Amanda made a motion to pay the \$17,073.08 in unpaid bills as of Jan.23, 2019 and ABG seconded. The motion carried.

Executive Session: At 9:27pm ABG moved to come out of Open Session, Karen Marcus seconded and the motion passed. At 9:28pm Karen Marcus moved to go into Executive Session. ABG seconded and the motion carried. At 9:40pm SSR moved to come out of Executive Session and ABG seconded. The motion carried. At 9:42 pm 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. Anne Siebecker seconded and the motion passed.

ADJOURNMENT: ABG moved to adjourn at 9:50pm. The next regularly scheduled meeting of the Ringwood Public Library Board of Trustees will be held on Monday, February 25, 2019 at 7:30 PM.

Respectfully submitted,

Karen Marcus, January 29, 2018