

Library Association of Ringwood Inc.
Ringwood Public Library- Haff Community
Room Board of Trustees Meeting
September 23,2019 - 7:30pm
OPEN SESSION APPROVED

ATTENDANCE: Amy Boyle Geisel (“ABG”), Amanda Beth McCormick Gillman (“Amanda”), Lauren Maguire, Beth Conroy, Susan Rakosi Rosenbloom, Karen Marcus, Director Dan Parker. Anne Siebecker arrived at 7:35 and Linda Schaefer arrived at 7:40. Member of the Public: Wendy Sandford.

Absent: Ed Thomas.

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:

- 5/20/19 Board Meeting, Open Session (no Executive Session) 4 pgs. attached;
- 6/24/19 Board Meeting, Open Session (no Executive Session) 3 pgs. attached; and
- 7/22/19 Board Meeting, Open Session (no Executive Session) 6 pgs. attached.

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

III. Friends Report:

- Authorized expenditure of \$1000 to purchase AED for RPL; need Board approval.
- Authorized expenditure of \$100 to join Ringwood Chamber of Commerce.
- Book Sale; Oct. 14-16 for drop off, Oct. 17-19 for Sale. Please sign up at Circ desk to volunteer and get schedule. We'll need help at pack up on Sat. Oct. 19 3pm.
- Nov. 15, 2019 is Berta's Chateau Dinner gala fundraiser. Details at October Meeting.

IV. Children's Area Furniture purchase: Delivered and installed.

V. Building Maintenance; HVAC- Dan and ABG met with Scott Heck on 9/16/19. Borough will go for grant per NJ Direct Install program to obtain LED lighting upgrades inside RPL and

seek upgrades/renovation of HVAC system. 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. No update on application date for Grant.

Tech., Roof, A/V, Ballasts- Roof leaked and was repaired by DPW/roof contractor. Borough has replaced several ballasts inside RPL. Borough replaced bulbs in all exterior light fixtures with LED bulbs (parking lot). See attached Director's Report for details. No new issues to report on A/V or tech.

VI. **Directors' Report**(1 page), **Children's Programs Report** (1 pg.), **Adult Services Report**(1 pg.). **Tech.Services Report** (4 pgs), attached.

VII. Approve the expenditure of **\$1,325.02 for a Memorial Bench** for Jeffery Condatorre from his mother Toni. Mrs. Condatorre has provided all the funds for the bench that will be placed in the foyer.

*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.

The Minutes were removed from the Consent Agenda to allow Board members to arrive to reach a quorum. Beth Conroy made a motion to accept items 2-7 in the Consent Agenda. Lauren Maquire seconded and the motion passed.

Minutes Review: Karen Marcus made a motion to accept the Minutes of May 20, 2019 and ABG seconded. The motion passed with Lauren Maguire abstaining. Amanda made a motion to accept the Minutes of June 24, 2019 and ABG seconded. The motion carried with Anne, SSR, and Beth abstaining. Amanda made a motion to accept the corrected Minutes of July 22, 2019 and ABG seconded. The motion passed with Karen Marcus abstaining.

Committee Reports:

Finance: Amanda reported that the Friends have \$20,299.78 in account and this info will be added as a line item to future financial reports.

Programming: Tabled to October meeting. Dan said that staff and Director should work on better quality programs by putting money into programming. Budgeted money and Friends funds will support new programs and a new signature program (i.e. jazz café, local history symposium, cultural speaker series). These new programs might be underwritten by individuals. Annual presentations might include jazz in April or history in November.

Fundraising/Advocacy Committee: Dan presented a mock up for the annual appeal brochure with pictures, cover letter and remittance envelope. It was suggested to offer an online donation option. It was decided to wait until April 2020 to send it out. ABG moved and Karen Marcus seconded a motion to authorize the Director to spend \$3500 on the spring mailing. The motion carried.

Dan announced that he has applied for two grants: A grant from TD Bank for \$5,000 to create a Teen Area and a First Energy grant to furnish the new Teen Area.

The September 14th Meet and Greet Event was successful with over 40 people in attendance. Two council members and four candidates for council attended as well as the Borough Manager and other community leaders.

Discussion ensued about getting more emails from patrons, the need for the Friday Eblast to have photos and be more of a newsletter. A suggestion was made to collect email addresses at the Circ desk by staff and at the Book Sale.

Public Hearing: Beth Conroy made a motion to come out of regular session at 8:30pm and SSR seconded. The motion passed. No public session required. At 8:31pm Beth made a motion to come out of Public Session and SSR seconded; the motion carried.

Public Session: none

Board Comments: Congratulations to Karen Marcus for winning the Volunteer of the Year award. ABG spoke about the need for the Friends to establish a sunshine fund to enable the staff and Board to send gifts for occasions and to pay for a staff holiday party. Tabled to October meeting. Discussion ensued about the annual Association meeting in December. Karen and Anne are the election committee to ascertain whether Board members whose terms expire are willing to serve (Ed and Amanda Beth). Karen announced her retirement from the Board, effective January 1.

Directors' Comments: Dan will be away on December 2, 3. He will work two substitute Saturdays and use the December dates as comp time. ABG announced that Dan's three month probation is up soon and he will go on the health ins.plan. Dan's six month probationary period will be up mid Jan. and an evaluation will be started by the Board in January.

Employee Status Report: Dan RICED two employees who will move from temporary part time to regular part time. One employee requested that her status be discussed in open session. Discussion ensued about Rachel Bakunas. Linda Schaefer made a motion to offer Rachel Bakunas permanent status as an employee at approx.11.75 hours per week (and occasional Saturdays) at wages per her job description. Anne Siebecker seconded and the motion carried.

Old Business: Scott Heck, Borough Manager will pursue a NJ Power Grant to replace the HVAC system and interior lighting. Decision was made for Assoc.to pay for a new roof and hold reserves for cost of new HVAC. Dan and AmyBG attended meeting with Scott on these issues. Scott will get quote for new roof and put out 'proposals for bid' to get paperwork necessary for Library Construction Bond Grant application for roof. Dan and AmyBG are following. Discussion ensued.

New Business:none

At 8:57pm Beth Conroy made a motion to move out of Open Session into Executive Session and Karen Marcus seconded. The motion carried. At 9:08pm Karen Marcus made a motion to come out of Executive Session and into Open Session and Lauren Maguire seconded. The motion passed. Anne Siebecker moved that all decisions made in Executive Session be accepted in Open Session and Linda Schaefer seconded. The motion carried.

ADJOURNMENT: The meeting adjourned at 9:10 pm. The next regularly scheduled meeting of the Ringwood Public Library

Board of Trustees will be held on Monday, October 28, 2019 at
7:30 PM.

Respectfully

submitted,

Karen Marcus,

September 24, 2019