

**Ringwood Public Library Association Board of Trustee's Meeting  
Open Session - February 27, 2017**

**ATTENDANCE**

**Present:** Karen Marcus, Amy Boyle Geisel, John Sumislaski, Susan Rakosi Rosenbloom, Heather Manley Caldwell, Lisa Straubinger, Anne Siebecker, Heather Nemeth, Ed Thomas, Elise Bedder (Director); one RPL staff member (Wendy Stanford)

**Absent:** None

**Call to Order and Statement of Meeting Notice**

The meeting was called to order at 7:35pm by President Amy Boyle Geisel (ABG) who read the following statement: Adequate notice of this meeting was provided in the usual course to the Suburban Trends, Bergen Record, Herald News, WGHT, Channel 77, Borough Manager, and the RPL website and inside RPL.

**Treasurer's Report**

Cash flow is good. Received 22 payments from the town. There will be a budget committee meeting at the end of March. HMC asked for accrual on a monthly basis, not just yearly. Discussion of the budget and unpaid bills ensued. Guest passes should be removed as we no longer offer them.

**Correspondence**

No correspondence to discuss

**Committee Reports**

Interiors

Meetings with Library Interiors were postponed due to weather and scheduling. The crew came in on 2/24/17 to assess one of the front displays. Discussed the need to have a floor plan to help envision the layout; Elise is requesting one. We are taking changes one step at a time. Some things in the children's department were moved around by Darrell, Kristine Gubbins and Elise, and we have positive feedback on those changes.

Websites

Website meeting was held on 2/27/17. Laura Henderson is providing helpful assistance. The Director is happy with the progress, and we are on track for an April rollout.

Policies

Photo IDs

Discussion of photo IDs for staff and volunteers, who must sign in and out. Elise will talk to Chief Walker about the break-away lanyards, which were suggested by the Borough and the Chief. This will bring us into compliance with the Borough and Schools. Discussed having staff ID's with full names and general job title.

HM moved, Susan Rakosi Rosenbloom (SRR) seconded; all approved, no abstains.

Donations

The existing policy is #12. There have been questions about control of existing donations. ABG expressed need for specific policy, which was developed by the committee. KM suggested adding language suggesting unrestricted gifts are appreciated. Lisa Straubinger (LS) made a motion to approve adding that language with amendments, HN seconded; all approved, no abstains. There is no policy for sympathy donations.

Rules and Regulations for Public Behavior

This is a new policy, #24. KM moved to approve the policy, HN second; all agreed, no abstains

### **Friends Report**

Discussion about promotion and advertising for Library vs. Friends programs. Discussion of upcoming events:

Fundraiser - 3/25/17: St. Patrick's Day pre-parade event at the library, 10:00am-12:00pm.

Fundraiser - 3/31/17: Berta's dinner. KM requested that the Board help promote it.

Music - 4/20/17: - musician Richard Stillman, 2 shows.

Author's visit - 4/29/17, 2 shows (11:00am & 1:00pm) by noted author Lauren Tarshis. Discussion about handling a large turnout, having it upstairs or downstairs, giving preference to Ringwood residents. Pre-registration will be required. The first week will be just Ringwood residents. The Director, ABG, Kristine Gubbins and the President of the Friends will have a separate meeting.

### **Public Hearing**

Wendy Stanford suggested the Committee create a form for donations with details from the new policy.

### **Board Comments**

ABG reminded everyone to renew their Association memberships and setup Gmail accounts; make sure all board business is on that account. ET questioned advisability of allowing political parties to use the space. Discussion ensued.

### **Director's Report**

The Director reviewed her report.

### **Pay Bill**

HN made a motion to pay the bills, ABG seconds, all agreed, no abstains.

### **Old Business**

2/17/17 evaluation by Library Interiors - discussed in Committee Review above.

Insurance - discussion about obtaining price quotes for alternative providers/plans. After examining the existing insurance, determined there would be no significant savings, we will stay with current plans. We are trying to get quotes to change carriers, waiting for quotes and whether borough will pick up the price.

AS and HN agreed to the Official Ethics statement. ABG requested they support the RPL's policies and mission.

### **New Business**

Discussed Library Interiors' new "entry" to the Children's Department; assessment and decision tabled until we get a floor plan, schematic.

Discussed the options for a new library logo; black & white/color versions created by local artist.

Agreed further tweaks to designs are needed, and will be discussed by a separate committee that will meet with the artist. Committee formed for this purpose: HN, LS, AS, EB and Tara Conway (artist).

Discussed Children's Department & stairwell murals to be done by a local artist. Suggestion to get children involved and the merit of paying to have it in the stairwell where it will not be as visible. Decision to table this discussion for now and form a separate mural committee to follow up: SRR, HMC, EB, KM. They will talk with the donor of the existing plaque, which was a restricted donation.

Discussed the YA p/t librarian search; the Director will keep us posted.

**At 9:53 KM motioned to leave Open Session and go into Closed Session, HN seconded, all agreed.**

**Closed Session - Formal action may be taken**

Board discussed personnel matters, safety issues and insurance.

**At 10:30pm ABG moved that the board come out of Closed Session, KM seconded, all agreed.**

**Open Session**

**At 10:31pm KM moved that the board go into open session, ABG seconded, all agreed.**

ABG moved to confirm in open session all matters voted on in closed. KM seconded, all agreed, motion carried.

**Adjournment**

At 10:32pm ABG moved that we adjourn, LS seconded, all agreed, motion carried.

The next meeting of the Ringwood Public Library Board of Trustees, Inc. will be held at 7:30 PM on Monday, March 27, 2017 in the library's Haff Community Room.

Respectfully submitted,

Anne Moore Siebecker

Approved as amended by Board on 5/22/17