

Library Assoc. of Ringwood Inc.

Board of Trustees Meeting Jan.30, 2017

[Meeting sched.for 1/23/17 was adjourned to 1/30/17:snow storm}

Ringwood Public Library (“RPL”)

Open Session

ATTENDANCE: Karen Marcus, Amy Boyle Geisel, John Sumislaski, Susan Rakosi Rosenbloom, Heather Manley Caldwell, Ed Thomas, Lisa Straubinger, Elise Bedder Director, one RPL staff member.

Absent: Anne Siebecker, Heather Nemeth

Call to Order and Statement of meeting notice: The meeting was called to order at 7:31pm by Vice President Karen Marcus and she 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.

Minutes: Karen Marcus made a motion to accept the Open Session Minutes of Nov.28, 2016. Amy Boyle Geisel (‘Amy B.G.’) seconded the motion, Lisa Straubinger abstained and the motion carried. Karen Marcus made a motion to accept the Closed Session Minutes of Nov.28, 2016 Meeting. Susan Rakosi Rosenbloom (‘Susan R.R.’) seconded the motion, Lisa Straubinger abstained and the motion carried.

Swearing in of New Trustees: Karen Marcus introduced the five Trustees that were elected at the 12/12/16 Annual Meeting. Karen Marcus read the first two paragraphs of the Official Statement from United for Libraries, S.11 Public Library Trustee Ethics Statement (the NJ Public Libraries: A Manual for Trustees published by the NJ State Library), a copy of which is Appendix J to the RPL General Policies. Karen Marcus asked all Trustees to raise their right hands and affirm their agreement to adhere to the Ethics Statement as adopted by the Board of Trustees on

8/24/16. All 7 Trustees in attendance answered in the affirmative, 'I will'.

Election of Board Officers/Reorganization: Karen Marcus advised that it was time to elect new Officers of the Board. Karen stated that she believed that Amy B.G. should be nominated for President, Heather Nemeth should be nominated for Vice President, Anne Siebecker should be nominated for Secretary, Ed Thomas should be nominated for Corresponding Secretary and Heather Manley Caldwell ('Heather M.C.') should be nominated for Treasurer. Discussion ensued. Karen Marcus made a motion to nominate the following Board members for Officers: Amy B.G. President, Heather Nemeth Vice President, Anne Siebecker Secretary, Ed Thomas Corresponding Secretary and Heather Manley Caldwell ('Heather M.C.') Treasurer. John Sumislaski seconded the nominations and the slate of candidates was unanimously elected.

Treasurer's Report: John Sumislaski reviewed the financial reports prepared by the Director Elise Bedder. John Sumislaski advised the Board that the Library was above budget or in the black for year-end due to those people who had resigned/retired and conclusion of payments to them. John Sumislaski advised that the Library should have approx. \$24,000 in reserve. Elise Bedder advised that Debbie Buchanan of the Borough had been in touch regarding the Library 2017 budget and Borough audit. Elise Bedder advised that there was pending a \$2400 IRS penalty due to late filing of returns but that Laura Ingraffea, CPA had submitted a written request for an abatement of the penalty. Amy B.G. inquired about pending unemployment claims. That discussion was tabled to the closed session due to privacy issues. John Sumislaski advised that extraneous bank accounts still needed to be closed; the Library still had 7-8 bank accounts from prior Director's administration. Discussion ensued.

Correspondence: Amy B.G. advised that she had received a copy of a letter from Tom and Arlene MacAllen dated 12/13/16 requesting return of their \$150 donation (check written 12/14/15) due to suspension of concert series. The donation had been used for three concerts in 2016. As such, the Board determined that the donation had been used and could not be returned. As Corresponding Secretary, Amy responded to the MacAllen's by letter dated Dec.16, 2016. Amy read the letter sent in response dated 12/16/16. Discussion ensued.

Committee Reports:

Friends Committee - Karen Marcus gave updates on the following: Pizza1 fundraiser (\$229 raised), status of 3/31/17 Berta's Chateau fundraiser and 'Love your Library' ongoing passive fundraiser. Amy B.G. advised the Board that the Friends had researched having Lauren Tarshis, author of the 'I Survived, ...' children's series of historical fiction books come to RPL for a presentation and book signing. Discussion ensued. Cost for Ms. Tarshis would be \$3500 for 2- 45 minute presentations and equal time for 2 book signing sessions. Karen Marcus made a motion to authorize the Friends to expend \$3500 to pay for Lauren Tarshis to visit RPL in April, 2017 and \$100 to buy copies of her books to sell as fundraiser during event. Amy B.G. seconded the motion and the motion carried unanimously.

Website Committee - Elise Bedder gave update on new drop down features, colors, font and navigational menu for new website. Discussion ensued.

Interiors Committee - Elise Bedder gave update on meetings with Library Interiors and reviewed Library Interiors proposal dated 12/7/16 no.120716-GG1 in amount of \$2750. This proposal is to refurbish existing two book displays in front of Circ desk to add casters, create platform base and get shelves up off of floor and accessible to seniors and adults. Discussion ensued. Susan S.S. made motion to authorize expenditure of \$2750 from Building Fund to pay Library Interiors pursuant to

their proposal no 120716-GG1 dated 12/7/16. Amy B.G. seconded the motion and the motion carried unanimously. Policy Committee- Amy B.G. advised Board that she believed that Policy Committee should meet to review and prepare new Policies on Harassment to protect staff and patrons and Donations to avoid any misunderstandings in future. Discussion ensued. Karen Marcus, Amy B.G. and Heather Nemeth continue their work as the Policy Committee and will meet on Heather's return from FL.

Building Committee- Elise Bedder advised the Board that she had fallen on ice on walk way. Discussion ensued. Amy B.G. stated that she believed a walkway committee was unnecessary and that lead point of contact with Borough on this issue should be Director. Board concurred. Director advised that she had a meeting with Police Chief Walker and Lt.McGinty regarding emergency protocols and use of RPL parking lot by OEM in event of Borough or School emergency. Lt.McGinty will do a safety audit of RPL and provide written recommendations/report. Police Chief Walker recommended that the staff have ID badges; these would be made by Police Dept. Fire Official Don Devin has been through RPL and will discuss fire drill procedures with Director. Discussion ensued.

Public Hearing: One RPL employee was in attendance and stated how she believed the Board, Director, Staff and RPL were on a good path for the future and she thanked the Board for its service. Discussion ensued.

Board Comments: Discussion ensued. Amy B.G. made the following statement: WHEREAS in regards to the New Legacy concert series temporarily suspended by this Board in 2016, the following facts have been established:

1. Artist costs, third party vendor expenses, sound/light expenses, piano tuning and moving expenses increased during the last two years of the New Legacy concert series;

2. Hospitality expenses paid for the concert series including hotel, food and restaurant expenses for artists increased for the last year of the concert series;
3. Staff hours utilized to run the concert series increased exponentially during the last two years of the series. Certain staff member's time was solely dedicated to the creation of advertising, programs and tickets. Staff time used to man the concerts including the time of the former Library Director to negotiate, book the artists and manage the events increased over the last two years of the concerts;
4. In kind expenses by the Borough of Ringwood to open, light, heat, and operate the building, plow and maintain the parking lot before and during the concerts increased in the last two years;
5. Ticket sales and donations decreased over the last two years, volunteer time decreased to such an extent that Library staff were used to man the last three concerts and WHEREAS, it is found that;
 - a. The 2016 year-end report with data from the former Library Director showed a net loss to the Library from the concert series,
 - b. 2015 Pay Pal and bank records reviewed by this Board show that approx.82% of the ticket purchases via Pay Pal were made by non-residents of Ringwood and,
 - c. The Mission Statement of the RPL does not include or provide for the provision of concerts by the Library Assoc.or RPL and,
 - d. The Board of Trustees do not believe it proper for the Library to continue to fund a non- sustainable concert series.

In light of the above and with sadness and nostalgia for the wonderful music that it brought to this Town, this Board has determined that it is in the best interests of the future of the

Library to permanently terminate the New Legacy concert series, effective immediately.

Amy B.G. made a motion to adopt the statement and terminate the New Legacy concert series, Karen Marcus seconded and the motion carried unanimously.

DIRECTORS REPORT: Elise Bedder stated that the Assoc. will do a direct mail fundraiser to all Ringwood. Cost would be approx. \$400 for printing and mailing. State Aide survey is due in March, 2017 - this results in \$5300 for operations.

Wendy will work with Elise on this. Elise gave overview on bookkeeping protocols, effort to move server to PalsPlus and inclusion of staff on Board committees. Elise advised Board that she will attend New Directors Summit offered by NJ State Library. Elise will begin work for job description of and advertisement for new YA part time Librarian. Elise working on installation of panic buttons per police recommendation.

OLD BUSINESS: Discussion ensued regarding insurances. Amy B.G. and Elise researching price comparisons on workers compensation, existing health insurance and liability coverage with Frank Covelli/Rep. for Morris Co. JIF insurance consortium.

Discussion ensued regarding staff longevity bonuses. Board concurs that longevity bonus issue will be addressed for 2018 but staff are to be paid per existing policy for 2017.

PAY BILLS: Director's statement on bills reviewed and discussed. Karen Marcus makes motion to pay bills, Heather M.C. seconds and motion carries.

EXECUTIVE SESSION: At 10:10pm Amy B.G. makes motion to go into closed session, Karen Marcus seconds the motion and it carries.

At 10:18pm Karen Marcus makes motion to come out of closed session and go back into open session, John S. seconds and the motion carries. Karen Marcus makes motion to confirm

business conducted in closed session, John seconds and the motion carries.

Public Session: Karen Marcus makes motion to return to open session, Amy B.G.seconds and the Board is in open session.

LOGO: Discussion ensues regarding Tara Conway's proposals regarding new logo. Elise Bedder will take Board suggestions back to Tara for implementation. Discussion ensues regarding drawings and plans for mural in stairway by local artist Helen Hill.

OPERATING AGREEMENT: Amy B.G.advises Board that Library Assoc.operates Library pursuant to operating agreement with Borough of Ringwood. Discussion ensues. Karen Marcus makes motion to give Amy B.G. as President authority to negotiate and renew operating agreement between Library Assoc.of Ringwood Inc. and Borough of Ringwood, John S.seconds and the motion carries.

At 10:25pm Amy B.G. moves that we adjourn, Karen Marcus seconds and the motion carries.

NEXT MEETING: Feb.27, 2017, 7:30pm
Community Room, Ringwood Public
Library

Respectfully submitted,
Susan Rakosi Rosenbloom and Amy Boyle Geisel

Approved as amended 5/22/17