

Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
January 22, 2024
Open Session Minutes
Reorganization Meeting

Attendance: Amy Boyle Geisel, Linda Schaeffer, Hina Mehta, Bob McKay, Jennifer Hsu, Regina Ledgerwood, Leona Kumagai, and Library Director and Assistant Director. Absent: Lauren Maguire and Cathie Studwell

At 7:07Pm, President Amy Boyle Geisel called the meeting to order 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."

Swearing in of new Trustees: Regina Ledgerwood and Leona Kumagai were sworn in as Trustees. They signed the Trustee Ethics Statement and President Geisel explained some of the duties and expectations for Trustees.

Selection of Board Officers for 2024 After discussion, Linda Schaefer made a motion to approve the following slate of candidates for officer positions: Amy Boyle Geisel, President; Robert McKay, Vice-President; Jennifer Hsu, Treasurer; Hina Mehta, Secretary; Regina Ledgerwood, alternate secretary. The motion was seconded by Leona Kumagai and passed unanimously.

Setting 2024 Meeting Calendar A motion was made by Robert McKay to approve the appended 2024 meeting schedule. It was seconded by Linda Schaefer and passed unanimously.

Open Public Session 1 – Consent Agenda

There were no members of the public present and no correspondence was received ahead of the meeting. No public session was held

Consent Agenda +

- Directors' Report Jan 24
- Assistant Director's Report 11/10/2023-1/12/2024
- Approval of annexed Minutes of open session of the November 20, 2023 Board Meeting

A motion to approve the consent agenda was made by Jennifer Hsu. It was seconded by Hina Mehta and passed unanimously with Regina Ledgerwood and Leona Kumagai abstaining from a vote on the November minutes.

Regular Agenda

- **Board Comments**

Regina Ledgerwood was appreciative of recent events for multiple ages scheduled at the same time.

Robert McKay passed along appreciation from the French Club

Hina Mehta thanked Wendy Sandford for research she had done on a recent reference question.

- **Finance Report**

There was a discussion about what reports the board would like. The Treasurer and Assistant Director will work on improving the reports. There was a discussion about various transactions and the Capital Reserve.

- **Directors Comments**
There was a discussion about closing for inclement weather.
- **Friend's Report**
There was a discussion about the St. Patrick's Day pre-parade events planning and other possible fundraising events for 2024.
- **Old Business**
 - **Strategic Plan update:** There are meetings scheduled for 1/25 and 2/7 which Trustees may attend, provided there is no quorum. There was a discussion about the remainder of the Strategic Plan process.
 - **Accounting project update**
 - The Assistant Director updated the Board about changes in the accounting process being made starting January 1.
 - **Foundation update**
The Director and Assistant Director informed the board that all outstanding monies were received back from the Foundation and the status of various grants.
 - **Annual Appeal Update**
There was a discussion about new post office bulk mail permit procedures and their impact on mailing the Annual Appeal.
 - **Property coverage needs discussion**
The need for property coverage, on unreplaceable archive material was discussed. The board chose to not move forward with binding a policy at this time.
 - **Purchase of 3 PCs and 1 Laptop** A motion was made to approve the purchase of 3 PCs and 1 laptop to replace older staff and patron computers at a cost of \$2,943.93 using 2023 budget funding by Amy Boyle Geisel. It was seconded by Hina Mehta and passed unanimously.
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Hina Mehta left the meeting at 9:03PM.

New Business

- A motion was made by Amy Boyle Geisel to appoint Wendy Sandford as the PALS Plus voting member and MaryEllen D'Elia as the alternate. It was seconded by Robert McKay and passed unanimously.
- A motion was made by Jennifer Hsu to approve the full day library closure on Wednesday, March 27, for staff development and movement of the YA and media collections and some furniture on the floor. It was seconded by Robert McKay and passed unanimously.
- Trustees are reminded about their training hours requirement. New classes will be announced soon.
- **Insurance renewals and issues**
There was a discussion about the lack of renewal options for the Delta Dental plan for FY 2024.
- **Payroll issues from 1/1/2024**
The board was informed, by the Assistant Director, of the events leading up to and after the problems with processing payroll on January 1.
- **Surplus items list for Borough Council approval**
 - A motion was made by Amy Boyle Geisel to approve the Borough Council declaring surplus and putting up for auction: 1 set of wall shelves, approximately 50 metal magazine holders, 1 set of 4 study carrels, 2 sets of wood drawer files, medical privacy screens, and 4 radiator style electric space heaters. It was seconded by Jennifer Hsu and passed unanimously.
- **2024 board projects**
There was a discussion of the work of the board for 2024. The Assistant Director will create a

timeline for projects and policy work and circulate it in advance of the February meeting.

Open Public Session 2

No members of the public were present and there was no public session.

Executive Session

At 9:25PM, Robert McKay made a motion to move into Executive Session. It was seconded by Regina Ledgerwood and passed unanimously.

The Director and Assistant Director left the meeting.

At 9:58PM, a motion to come back into open session was made by Leona Kumagai. It was seconded by Amy Boyle Geisel and passed unanimously.

The Director and Assistant Director rejoined the meeting.

A motion was made by Linda Schaefer to validate all actions taken in Executive Session. It was seconded by Amy Boyle Geisel and passed unanimously.

The Board requested that all 2023 surplus monies be transferred on the Balance Sheet to a new line titled "2023 Board Reserve". Further, they requested reports prior to the February meeting to be discussed in Executive Session.

Adjournment

A 10:05PM, President Amy Boyle Geisel made a motion to adjourn and there being no objections, the meeting was adjourned.

The next meeting of the Board of Trustees will occur on Monday, February 26, 2024 at 7:00 PM in the library.

Respectfully submitted,

MaryEllen D'Elia
January 25, 2024