

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
Open Public Session  
*June 17, 2024, 7 pm*

Attendees: (CROSS OFF FOR THOSE ABSENT)

Amy Boyle Geisel, Jennifer Hsu, Robert McKay, Leona Kumagai, Linda Schaefer, Regina Ledgerwood, Hina Mehta, Library Director Wendy Sanford and Assistant Director, MaryEllen D'Elia

If any members of public: Yolette Salvi and Jane Matthews

Meeting call to order at 7:02pm

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.

**Consent Agenda**

- Directors' Report
- Assistant Director's Report
- Approval of annexed Minutes of open session of the April 15, 2024 Board Meeting
- Approved and annexed Minutes of open session of the May 27, 2024 Board Meeting
  - A motion was made to approve the consent agenda inclusive of a spelling correction in the May 2024 minutes.  
Motion Made by: JENNIFER HSU  
Seconded by: ROBERT MCKAY  
Passed by: ALL  
Abstained by: LINDA SCHAEFER abstain for April,  
REGINA LEDGERWOOD abstain for May

**Regular Agenda:**

*Board Comments:*

Attendance 582 and Juvenile with 19 programs in 19 days

Well received Sketching Group Display

*Finance Report:*

- Review of May Board Reports
  - There was a discussion about the finance reports
  - A motion was made to authorize June payables.  
Motion Made by: ROBERT MCKAY  
Seconded by: LINDA SCHAEFER

**Library Association of Ringwood Inc.**  
**Ringwood Public Library ("RPL")**  
**Board of Trustees Meeting**  
**Open Public Session**  
**June 17, 2024, 7 pm**

Passed by: ALL  
Abstained by: NONE

- Authorization of revised 2024 budget and reclassifications –Director seeks authorization by the board for approval of the reclassified budget and authorization to post the budget to the website.  
Motion Made by: JENNIFER HSU  
Seconded by: HINA MEHTA  
Passed by: ALL  
Abstained by: NONE
- Audit and Taxes update  
Director is in the process of scheduling the audit. Taxes will be completed as a part of the audit.

*Director's Comments:*

- GOV NJLA and NJL Network funds, proposing to cut \$35million, the board is urged to reach out to their NJ Congressional representatives to voice their opposition to these cuts
- Positive report by a patron praising the library: Children enjoyed Pigeon day and a young child who did not know about the story was individually read the pigeon story and another till he was able to understand 'If the Pigeon should drive the bus'.

*Friend's Report:*

- Volunteer Day at Hewitt 11-3pm Trustees discussed coverage for the event.

**Old Business:**

*Public Session:* A motion was made to enter public session.

Motion Made by: JENNIFER HSU  
Seconded by: LINDA SCHAEFER  
Passed by: ALL  
Abstained by: NONE

Jane Mathews and Yolette Salvi, 2 prospective trustees for the Board, who have been through the interview process were introduced to the Board.

- A motion was made to appoint Jane Mathews as a trustee for one of the open positions on the Board.  
Motion Made by: AMY BOYLE GEISEL  
Seconded by: ROBERT MCKAY  
Passed by: ALL  
Abstained by: NONE

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
Open Public Session  
*June 17, 2024, 7 pm*

- A motion was made to appoint Yolette Salvi as a trustee for one of the open positions on the Board.  
Motion Made by: AMY BOYLE GEISEL  
Seconded by: REGINA LEDGERWOOD  
Passed by: ALL  
Abstained by: NONE
- Both candidates will be given Board emails and access to Board files and will be sworn in at the July Meeting.
- A motion was made to come out of Public Session.  
Motion Made by: AMY BOYLE GEISEL  
Seconded by: REGINA LEDGERWOOD  
Passed by: ALL  
Abstained by: NONE
- Director's evaluation: Criteria and form will be sent prior to Aug meeting. Jennifer Hsu will send Wendy the self-evaluation info by August
- YA Candidate update – Still in the works.
- HR Policies and Employee Handbook updates – Nothing at this time
- Quickbooks and Payroll - transition to online –
  - In the process of transferring data to Quickbooks. Payroll will be transitioned once Quickbooks is settled and staff has time to adjust.
- PALS Shared Services Agreement Revisions – Will invite Luca to the meeting
- Changes to OPRA – There was a discussion about changes to the NJ OPRA laws and how the library will need to comply.
  - A motion was made to allow policies that were revised in 2023 and 2024 to be posted to the website.  
Motion by: REGINA LEDGERWOOD  
Seconded by: HINA MEHTA  
Passed by: All  
Abstain: None

**New Business:**

- *Public Session 2:* There were no members of the public present.

**Adjournment:**

- Adjournment Time: At 8:51 PM, a motion was made to adjourn the meeting.  
Motion by: HINA MEHTA  
Seconded by: LEONA KUMAGAI

**Library Association of Ringwood Inc.**  
**Ringwood Public Library ("RPL")**  
**Board of Trustees Meeting**  
**Open Public Session**  
***June 17, 2024, 7 pm***

Passed by: All

Abstain: None

The next meeting of the Board of Trustees of the Ringwood Public Library shall be at 7pm on Monday, July 15th in the library.

Wendy Sandford, Director's Report  
Ringwood Public Library  
May 13 - June 8, 2024

May 13: Interviewed YA candidate

May 14: Conference call with LRHS Senor Options Coordinator Keith Kelly to talk about hosting several prospective high school interns here in the Fall.

May 14: Conference Call with Quickbooks for information regarding a switch to online Quickbooks and payroll.

May 14: DPW installed different paper towel dispensers in the basement men's and women's rooms.

May 16: Attended ZOOM Friends of the Library meeting.

May 17: Kept appointment with Ringwood patron interested in seeing what local history archives compose our library's collection. I spent approximately an hour showing her the different area's archives that are displayed or stored in the library.

May 18: Hosted an audience of 58 patrons for the program "Under the Reservoir." Speaker Kevin Olsen informed us about his time doing archeological digs and surveys of the Monksville area in preparation for the site that was flooded and dammed. This program was produced in conjunction with the Wanaque Borough Library.

May 20-24: One week off for vacation.

May 28: Attended Board of Trustee meeting via ZOOM.

May 29: Staff Meeting held.

May 29: Conference call with accountant consultant Susan Croce.

May 31: NJLA Library convention at Atlantic City. Details included in the report below.

June 1: Attended the ribbon-cutting of library Native Garden.

June 3: Hosted first in the series of three ESL English Language Meetups.

June 4: Met with the Foundation's Eileen Manley, Hina Mehta and Jan Tennant.

June 6: Interviewed YA candidate.

June 6: Garden Club volunteers spruced up the greenery on our rear patio.

June 7: Friends' grand piano was tuned by professional tuner James Gulino.

June 8: Heather Caldwell and Jaclyn Fudge represented the RPL by volunteering at the Passaic County Book Fair at Weasel Brook Park, Clifton.

MaryEllen and I met with two separate candidates for the Young Adult Coordinator position; but, will thank them for coming. Still searching for a candidate who will show an interest in concentrating on our YA population.

Interim Report due at the end of June for the Passaic County Cultural and Heritage Council's World Music Series grant. I will report on our Irish music concert held in March and on the upcoming Native American Performance scheduled in July (more information to follow!) There should be some grant fund money available for one more possible concert for near the end of this year.

The American Library Association Grant that we are reclassifying is due for reporting also at the end of June. My report will be informing them that the grant proposal we initially submitted now finds the timeline pushed back from the summer to the fall so we could properly concentrate on our six week Summer Reading Program. The ALA Grant proposal is for a series of programs called "Get Lit With the Library." Each week this program will allow participants of all ages to expand their literacy skills by pursuing hobbies they currently enjoy and exploring new areas of interest. Each week we will have a different hobby-theme and programs will be offered during that theme week that tie to the hobby. It is during our finale week that we will hold a conversation with our patrons about the importance of lifelong learning and encourage them to explore opportunities to continue programs and activities that will allow all patrons to engage their brains fully at all stages of life.

I attended the New Jersey Library Association Annual Conference in Atlantic City on May 31<sup>st</sup>. When I went to the registration desk I was given my name tag, which had a ribbon attached to it saying "OLD TIMER." I also received a free candy bar in honor of my 25+ years as an NJLA member... I attended:

- *Solo Archivists & Interns: Tackling Archival Backlogs*. Three members of the Newark Public Library archives described their method for obtaining college intern assistance. I concluded that we do not have enough material to have a college intern; but it did fortify my decision to seek a LRHS intern for the digitization of our archives.
- *Keynote Speaker Anice Vance: Hope at the Ends of the World; Resistance, Belonging, and the Revolutions that Define Us*. The author of the book "Hush Harbor" had us questioning just what we would sacrifice for world justice.
- *The Library as a Unicorn Space*. What was stressed is to encourage all staff to bring their hobbies, passions, and creative selves out in the open in order to avoid burning out--physically, emotionally, mentally, and spiritually.
- *Ready, Set, Retire?* Three prominent retired librarians discussed the value of joining the brand new NJLA group- Retired Members Section. The

Retired Members Section exists to develop programs of interest to retired library staff, including formal opportunities for involvement and learning; to provide leadership training and opportunities for mentoring and to allow lifelong professional involvement and active engagement in NJLA and the profession of librarianship.

As you look at the May statistics below, I want to point out the Total Attendance at Juvenile Programs total of 582. With further investigation of this statistic, it shows that there were 19 separate children's programs held in May -- but on even further investigation, it appears that Children's Coordinator Jaclyn Fudge worked an exact total of 19 days in May

Statistics: May 2024

Information requests: 576

New Borrower Registrations: 22

TOTAL Collection Count: 48,173

Count of Active Users: 5,285

Notary sessions: 40

Door Count: 5,433

Circulation: 4,845

Transits Delivery total packages sent: 406

Transits Delivery total packages received: 426

Total Attendance at Adult/New Adult Programs: 233

Total Attendance at Juvenile Programs: 582

Total Attendance at YA/Programs: 40

Total Attendance at STEM Programs: 32

Meeting Room usage: 5 sessions\ 75 attendance

Website Sessions: 2,455

Newsletter Deliveries: 3,122 Opens: 2,318

Facebook contacts: 4,135

Instagram contacts: 281

YouTube contacts: 365

Libby E-Checkouts: 871

Hoopla Checkouts: 782 Hoopla Cost: \$ 1,823.99

Poster Prints: 2 \$14.50

Respectfully submitted,

Wendy Sandford, Library Director

5/17/2024-6/8/2024

**Grants –In-development or In-process (bold means awarded):**

**LLNJ Training Grant (\$500.00, rolling deadline): \$450.00 awarded for staff training: Reference Skills for Non-Reference Librarians**

**Passaic County Cultural and Humanities Commission Grant (received for 2024: \$3,000.00 plus \$1,500.00 match)**

**NJ Humanities Council Grant (\$500.00 to be spent on books about women's suffrage and women's history)**

**ALA Libraries Transforming Communities Small and Rural Libraries Grant: Community Conversations (\$3,000.00)**

Dollar General Literacy Grants: Youth Literacy and Adult, Family, and Summer Reading

**AAS Eclipse Grant \$1505.00 for STEM Programming leading up to the April 8 Eclipse**

Stephen T. Riedner Grant for Library Programs for People Living with Dementia (\$2500.00) Nostalgia Nook submitted

**Tabled:**

Thinking Money for Kids

Sandra Day O'Connor Institute for American Democracy Civics Challenge

Peggy Barber Tribute Grant due Feb 1 (\$2500.00 about civics) **did not receive**

Miss Rumphius Award (due March 15, 2023, \$300.00) **Did not receive**

**Other**

- To date, the RPL Seed Bank has given out approximately 200 seed packets to residents
- 5/20/2024 Zoom: Accounting for non-accountants webinar
- 5/22/2024 Meeting with Finance Committee
- 5/22 Meet with Heather and Mike Green about NASA artifact
- 5/23 voting machines delivered by Borough and County
- 5/23 Borough Memorial Day service moved to rec center
- 5/23 Spoke with Jim Dwyer from PALS about scheduled updates to tech for 2025 and how to begin to price out options for new WIFI network and move to EVPL from Optimum as possible options; also reviewed schedule for PC replenishment that Heather developed (4-5 year replacement schedule)
- 5/23 Spoke with IT Consultant about current contract. There will be a substantial reduction in predicted cost
- 5/23 Attended PALS quarterly membership meeting in Wendy's absence
- 5/25&5/27 Library closed for Memorial Day
- 5/8 Board Meeting
- 5/29 Staff meeting to review Board Meeting
- 5/29 call with Susan Croce and Wendy
- 5/30 arranged to borrow supplies from Ringwood Community Garden for my June 22 program on planning for fall and winter gardening and extending the growing season
- 5/31 Arranged with Rec Department to hang promotional posters for the library at the Rec Center
- 6/1 Green Team joint program and Native Garden Grand Opening, 29 attendees
- 6/3 Rescheduled groups scheduled to use the meeting room during book sale week
- 6/4 Meeting with Foundation and Wendy
- 6/4 Meeting with Jennifer Hsu and Wendy about Green Team Photography Contest
- 6/4 Primary election – no problems to be had
- 6/5 Friend's Herb Cutting Garden planted and on the floor
- 6/5 Contact Baker Creek Seeds, Seed Savers Exchange, High Mowing Organics Seeds, Hudson Valley Seed Company, Pinetree Seeds, and American Meadows about making seed donations to the seed bank. 2 are sending seeds, others are pending
- 6/6 Borough Safety Meeting
- 6/6 Introduction to sign language for library workers, part 2
- 6/6 Garden Club annual planting on back patio
- 6/6 Interview with Wendy and candidate for YA position
- 6/7 Piano tuned

**Assistant Director's Report** by MaryEllen D'Elia

5/17/2024-6/8/2024

- 6/7 voting machines removed from premises

Work orders with Borough

- 4/11 HVAC malfunctioning – very cold in all spaces and not responsive to manual changes, system alarms about filters – technicians came out and adjusted the system
- 4/24 new flags requested and ordered by Borough – installed on pole
- 5/2 requested outdoor nozzle pressure value to be repaired, new hoses will be needed as well – no action taken, email followed up sent
- ~~5/2 requested a general clean-up of the side of the building in preparation of the Native Garden grand opening by the Green Team and a move of the Vivian Milligan bench to it's position in front of the building before June 1 – completed~~
- 5/5 a patron used the Borough's report a problem form to report that ballasts were out in the adult fiction section. Darrel was able to replace one set of bulbs, the other fixture requires a new ballast – no action taken, follow up email sent
- ~~5/14 borough installed new paper towel dispensers in the basement bathrooms. Because of the tile, the plan to install hand dryers would have been too expensive. These towels are thinner and less attractive to use in the bathroom stalls which will hopefully lead to less flushing of them completed~~
- 5/30 work order requested for HVAC filter clean-up at the end of the following week due to cottonwood fluff

Respectfully submitted,  
MaryEllen D'Elia