

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
Open Public Session
July 15, 2024, 7 pm

Attendees:

Robert McKay, Jennifer Hsu, Leona Kumagai, Linda Schaefer, Regina Ledgerwood, Jane Mathews, Yolette Salvi, Hina Mehta, Library Director Wendy Sandford
Absent: Amy Boyle Geisel and Assistant Director Mary Ellen D'Elia

If any members of public: NONE

Meeting was called to order at 7:00pm

Vice-President Robert McKay, in the absence of President Amy Boyle Geisel, called the meeting to order, and he 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.

A motion was made to open Public Session-1

Motion Made by: Linda Schaeffer

Seconded by: Hina Mehta

Passed by: All

Abstained by: None

No Public present

A motion was made to end Public Session-1

Motion Made by: Linda Schaeffer

Seconded by: Regina Ledgerwood

Passed by: All

Abstained by: None

Consent Agenda:

- Directors' Report
- Assistant Director's Report

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- Approval of annexed Minutes of open session of the June 17, 2024 Board Meeting (4 pages)

A motion was made to approve the consent agenda

Motion by: Jennifer Hsu

Seconded by Linda Schaeffer

Passed by All

Abstain None

Regular Agenda:

Board Comments:

The Moth Observation program was a successful event with 33 in attendance.

June 22 Gardening event well attended and informative.

June 29th Summer Reading kickoff was successful -many registered..

The story walk on the bridge is loved by kids and adults as they walk to the library.

Swearing in of the New Trustees:

Jane Mathews and Yolette Salvi were sworn in.

Congratulations and welcome to both new trustees.

Finance Report:

- There was a discussion about the finance reports
- A motion was made to authorize July bills
 - Motion by Robert McKay
 - Seconded by Linda Schaeffer
 - Passed by All
 - Abstain None
- Annual Appeal currently received over \$13K with approximately 250 donors.
- _ Audit and Taxes update: Wait till next month
- _ Hoopla costs keep increasing based on the usage per user. Discussion and hope to get that in check and control within the budget.

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- QuickBooks update was discussed and looking forward to including payroll soon

Director's Comments:

- GOV NJLA and NJL Network proposed budget cut of \$35million was defeated..
- Received thank you email for Trustees from the two interns who are appreciative of the opportunity and gift cards given to them.
- Submitting grant proposal to PCHCH for 2025 World Music Series

Friend's Report:

The Board is excited about the Friends of the Library's Titanic Fundraiser. Signup Genius email was sent to get volunteers for the program.

Old Business:

- **Director's Review Committee**

Everyone should be prepared at the next meeting to go over the criteria and questions about the review. Jennifer Hsu will share financial reports and Robert McKay will share the staff meetings information at the August Executive Session meeting.

- **YA candidate update:** We are still seeking to fill the position. Leona Kumagai suggested that the job can be posted on the RPL website.
- **PALSPus Shared Services Agreement Revisions:**

Discussion of PALSPus Services agreement. Wendy Sandford shared updates from Luca Manna, the Executive Director of PP. The Trustees discussed and had no further questions for PP.

New Business

- **Proposed By-laws revisions**

The committee was formed to visit the by-laws and prepare an updated version for the Annual Meeting in December. The committee members are Robert McKay, Leona Kumagai, Regina Ledgerwood and Hina Mehta..

- **Review of Proposed Policy Review Schedule**

Trustees reviewed the schedule and agreed to follow it.

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A motion was made to enter Public Session 2:

Motion by: Linda Schaeffer

Seconded by: Regina Ledgerwood

Passed by: All

Abstain: None

No public present.

A motion was made to close Public Session 2:

Motion by: Jennifer Hsu

Seconded by: Robert McKay

Passed by: All

Abstain: None

Executive Session: NONE

A motion was made to adjourn the meeting

Adjournment Time: 8:20 pm

Motion by: Jennifer Hsu

Seconded by: Linda Schaeffer

Passed by: All

Abstain: None

The next meeting of the Board of Trustees of the Ringwood Public Library shall be at 7:00pm on Monday, August 19, 2024 on the main floor of the library..

Wendy Sandford, Director's Report
Ringwood Public Library
June 9 - July 6, 2024

- June 10: English Conversation Group, startup for ESL Program, second meeting.
- June 10: Meeting with Jen Hsu to review finances
- June 11: Meeting with department heads and MaryEllen to give details of the 2024 budget line by line
- June 12: Had a ZOOM meeting with Erik Jacobsen of Montclair University to invite him as guest speaker in the fall for our ALA Grant program about family literacy
- June 13: DPW worked outside pruning trees and cleaning vents
- June 13: Heather Caldwell's 9 month service volunteering on the NJLA/LLNJ Database Committee ended in June. We were so pleased to have her representation of us on this useful state-wide library committee.
- June 17: English Conversation Group, startup for ESL Program, third and final meeting for June. July sessions are being planned
- June 17: Meeting with staff member
- June 18: Digital Webinar updating procedures for JerseyCat ILL use
- June 18: Staff Meeting
- June 19: Closed, Juneteenth
- June 20: Circulation Supervisor Dawn Curran attended online PalsPlus Circulation Summit.
- June 20: Friends Meeting on ZOOM, 5 attended
- June 21: Made preparations for distribution material for the Board's Volunteer Day
- June 22: Board members represent the library on Meet Your Volunteers Day in 96° weather at the Hewitt School parking lot
- June 24: Outside of our window on the Children's Room side, we see police activity on the Playground walkway. We found out a tree branch fell on a person who was on the trail. It was a very gusty afternoon
- June 24: MaryEllen, Maxine and myself on a Conference Call with Quickbooks as they acquaint us with our new Quickbooks Online bookkeeping platform
- June 27: Passaic County Surrogate's FREE Make-a-Will Event for Passaic County Veterans and those 60+. We were told they had over 70 people on their waiting list. For privacy reasons, the staff avoided visiting the downstairs from 9am to the event's closing at 4:30pm
- June 27-28 Power Failure in Ringwood/Wanaque found the library accommodating patrons who needed power and/or internet access
Practically every seat at every table was occupied on Thursday and most

of Friday

June 29: Summer Reading Program "Adventure Begins at Your Library" kickoff day. All supervisors were on hand for registrations and entertainments.

July 1: Children's Coordinator Jaclyn Fudge creating a different "Storywalk" on the entry bridge each week of SRP. Storywalk number 1= "Mr. Gumpy's Outing" by John Burningham

July 2: Ringwood Health Department/Atlantic Health System hosts a Marijuana Education/Awareness Table in our lobby

July 2: Family program to learn all about the importance of MOTHS found over 30 patrons looking at and identifying moths at Moth Observation Stations after dark! Meet

Statistics: June 2024

Information requests: 592

New Borrower Registrations: 24

TOTAL Collection Count: 48,172

Count of Active Users: 5,280

Notary sessions: 35

Door Count: 5,641

Circulation: 4,401

Transits Delivery total packages sent: 444

Transits Delivery total packages received: 437

Total Attendance at Adult/New Adult Programs: 320

Total Attendance at Juvenile Programs: 356

Total Attendance at YA/Programs: NA

Total Attendance at STEM Programs: 21

Meeting Room usage: 10 sessions/339 attendance

Website Sessions: 2,369

Newsletter Deliveries: 4,155 Opens: 3,242

Facebook contacts: 5,474

Instagram contacts: 434

YouTube contacts: 328

Libby E-Checkouts: 256

Hoopla Checkouts: 702 Hoopla Cost: \$ 1,592.06

Palace Project: 4

Poster Prints: 14 \$104.25

Databases: 158

Respectfully submitted,

Wendy Sandford, Library Director

Assistant Director's Report by MaryEllen D'Elia

6/9/2024-7/8/2024

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:

6/10 Seed donation for library of seeds received from Baker Creek Seeds

6/11 support called for workroom printer, new drums and clean out needed

6/11 Meeting with Wendy and programming staff about budget and Summer Reading

6/12 attended, via Zoom: strategies for effective bystander intervention

6/12 met with Board Treasurer in advance of June meeting

6/12 Meeting with Wendy and Literacy Professor re: ALA Grant

6/12 Data transfer to QuickBooks online initiated

6/15-7/31 Artist Kay Monto hanging on art wall; artists are now booked through July 2025

6/17 PTO

6/18 attended, via Zoom: ALA membership meeting

6/19 worked with Children's coordinator to reorganize and weed the Children's supply closet, Juneteenth holiday will be taken at a later date.

6/20 requested a report from Borough CFO for expenses they pay on our behalf; report received, we will monitor what we can of the items but much of the spending is on energy costs that we can only do so much about

6/22 presented Extending your growing season into Fall and Winter program for 12 attendees, joint program with the Green Team

6/24 QuickBooks orientation training call

6/25 QuickBooks support call re: data migration issues

6/27 2 bee stings were reported at the playground and called into the Borough

6/28 attended Moth Observation event held by Bergen Audubon Society's Teaneck Creek Conservation area in preparation of July 2 Moth event at library

6/29 Summer Reading Kick-off; Titanic tickets on sale now

7/1 a child was stung twice by yellow jackets on our railing while looking at the storywalk. See below for work order.

7/2 Moth Observation event: 30 attendees of all ages, joint with Green Team; Moth Observation Science-to-Go kit added to collection

7/3 Borough Health Department came here and tabled in the lobby about marijuana information. Approximately 25 people of all ages asked for information. They will return to do this again in August.

7/4 Independence Day holiday

7/8 Friends' Herb Cutting Garden is nearing ready to allow the public to take cuttings. In addition to a public announcement, I will reach out to the Center for Food Action to let their participants know it is available.

Note: Vacation 7/12-7/21; I will not attend the Board meeting on 7/15.

Assistant Director's Report by MaryEllen D'Elia

6/9/2024-7/8/2024

Work orders with Borough

- 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
- 6/11 Borough was here doing tree work and cleaning the roof filters
- 6/18 HVAC work order: no air conditioning, PJM needed to come out and replace a valve, completed on 6/18
- 7/1 work order called in due to a hive in the railing on the bridge. In several locations yellow jackets could be seen flying into the open spaces under the railing and presumably into the voids in the posts and rails where they were nesting. I sprayed as many spots as I could get to but the swarm activity did not abate. Borough was called and came to spray in the evening as well. So far it appears that they hive has either moved on or been removed.

Respectfully submitted,
MaryEllen D'Elia