

Library Association of Ringwood Inc.

Ringwood Public Library ("RPL")

Board of Trustees Meeting

Open Public Session

February 26, 2024, 7 pm

Attendance: Amy Boyle Geisel, Jennifer Hsu, Bob McKay, Linda Schaefer, Cathie Studwell, Leona Kumagai-King , Regina Ledgerwood, Library Director Wendy Sandford, and Library Assistant Director MaryEllen D'Elia.

Absent- Hina Mehta

At 7:05 PM, 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.

Open Public Session 1 – Consent Agenda

There were no public comments.

Consent Agenda +

- Approval of annexed Minutes of open session of the January 22, 2024, Board Meeting
- Approval Assistant Director's Report 1/13/2024-2/16/2024
- Approval of Director's report 2/24/2024

A motion was made by Jennifer Hsu to accept the consent agenda. It was seconded by Bob McKay and passed unanimously.

Regular Agenda

Board Comments

- Approval of resignation of Trustee, Lauren Maguire. A motion was made by Amy Boyle Geisel to accept the resignation. It was seconded by Linda Schaefer and passed unanimously.
- The position needs to be filled before the December meeting. This is a separate process than the nominating committee. The Board Secretary will handle the form for the prospective candidates. Amy Boyle Geisel and Jennifer Hsu will meet with the candidates. The position will be from now until December 2024.

Finance Report

- MaryEllen D'Elia presented and explained the P & L and expenditures reports.
- The 2023 expenses that were wrongly attributed to FY 2024, have been transferred back into FY 2023 via Journal Entry. Any remaining grants, including holdovers have been recorded on the balance sheet as a reserve.
- Director and Assistant Director requested bill payment approval twice per month by the board, once at the meeting by the full board and once, as needed, by the Executive Committee in the period between Board meetings. A motion to accept this procedure and to approve the February Unpaid Bills report for payment was made by Bob McKay. It was seconded by Leona Kumagai-King and passed unanimously.
- There was a discussion about emails to the entire board needing to be BCC or sent individually. Failure to do so will be a violation of the Open Public Meetings Act.

Directors Comments

- The Director reported on an ALA grant she is working on for the library. The focus will be on literacy. She spoke about the importance of raising the level of literacy for all ages—children, teens, adults and seniors. She proposed various panels for the community which would address different types of literacy.

- Director is also working on the Reidner Grant which focuses on dementia in the community
- Two candidates have been interviewed for the YA Librarian Position and will be coming back for a second interview.
- DPW has been made aware of the light bulbs that need to be replaced.

Friend's Report

- MaryEllen D'Elia and Wendy Sandford reported that the last meeting had 10-15 in attendance.
- The Friends discussed creating a budget for their yearly programs
- There was a discussion regarding the pre-parade party. Volunteers will need to sign in and wear lanyards.

Old Business

- **Capital Reserve Plan Committee Formed**
Amy Boyle Geisel, Jennifer Hsu, and MaryEllen D'Elia will work on this together and report back to the board.
- **Strategic Plan Committee Update**
Cathie Studwell, Leona Kumagai-King, Regina Ledgerwood will meet in April prior to the board meeting to review the 3 year plan and provide a report at the board meeting
- **Annual Appeal Update**
Staff will obtain a permit through the Bulk Center at the West Milford Post Office to send out a mailer to the community. Volunteers will be needed to collate and stuff envelopes..
- **Insurance Update**
Director and Assistant Director are waiting on the quote. We should receive \$1300 back from Workman's Comp
- **Foundation Update**
There was no update on the Foundation.
- **Board Project Timeline**
There was a discussion about the 2024 Board timeline of projects

New Business

- **Recruitment Committee**
The board needs to recruit a new board member to fulfill the unanticipated vacancy. The board will ask the Secretary to send the forms to new candidates and Jennifer Hsu and Amy Boyle Geisel will meet with the candidates before making a recommendation to the board.
- **Incident Reports**
A patron called the Ringwood PD due to a potentially dangerous situation. PD de-escalated the situation. Staff responded appropriately.

A health aide left a wheelchair bound woman alone at the library for 30 minutes. She told the staff to watch her. The board discussed possible strategies and policies to put forth if a situation similar occurs again.

Public Session 2: if needed There was no need for a public session.

At 8:52PM, a motion to move out of public session moved by Jennifer Hsu. It was seconded by Bob McKay and passed unanimously.

At 9:18PM, a motion to move back into public session moved by Amy Boyle Geisel and seconded by Leona Kumagai-King. The motion passed unanimously.

A motion was made by Jennifer Hsu to approve all actions taken in Executive Session. It was seconded by Amy Boyle Geisel and passed unanimously.

Adjournment

A motion to adjourn was made by Jennifer Hsu and seconded by Leona Kumagai-King. It passed unanimously.

There being no further business, the meeting was adjourned at 9:23 PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, March 18, 2024, in the library's meeting room.

Respectfully submitted,
Regina Ledgerwood
2/29/2024