

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
**April 17, 2023 7 pm**  
**Minutes**

**Attendance:** Amy Boyle Geisel, Jennifer Hsu, Linda Schaefer, Kathryn Grant, Cathie Studwell, Lauren Maguire, Library Director Wendy Sandford, and Library Assistant Director MaryEllen D'Elia.  
**Regrets:** Jessica Einreinhof, Hina Mehta

At 7:06 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 members of the public present.

**Consent Agenda +**

- Approval of annexed Minutes, as revised at the board meeting, of open session of the March 20, 2023 Board Meeting
- Directors' Report March 11, 2023-April 7, 2023
- Assistant Director's Report March 11, 2023-April 5, 2023
- 

A motion was made by Jennifer Hsu to accept the consent agenda inclusive of corrections. It was seconded by Linda Schaefer and passed unanimously.

**Regular Agenda**

**Board Comments**

- Jennifer Hsu congratulated the directors for 2 successful events in March.
- MaryEllen shared that over 1,200 people got the newsletter and more people are seeing our publicity.
- MaryEllen suggested that we continue to monitor the months ahead to see if we can sustain or grow the monthly counts.
- Amy thanked directors for hosting the recent PALS Plus meeting.
- MaryEllen reminded the board of training opportunities. She distributed information.

**Finance Report**

- The board reviewed the financial statements from Jessica.
- Kathryn commented about the drop in investments. A discussion was had on the drop in reported value of investments. This reflects loss in value due to drop in stock market... not anything that Board or Directors did resulting in the effects on our portfolio.
- The board agreed that they would like to review the financial transaction list monthly.
- The directors updated the board on the process of developing new procedures for paying bills.
- The directors shared that we received \$141,000 from the borough.

**Directors Comments**

- Wendy talked about the movie scout for The Walking Dead and their conversation about possible use of our library. If that were to happen the board would have to vote on closing the library for the day.
- MaryEllen shared an update on the work Susan Croce, the accountant, is doing. This work includes reviewing our processes and making improvements along with training our directors.

- MaryEllen expressed the need for a job cost analysis approach to reporting which will help in state reporting.

### **Friend's Report**

- The Friends made \$385 from the St. Patrick's event.

### **• Old Business**

#### **• Board Email Committee Update**

MaryEllen reported that the best plan for us is to use G-mail through Tech Soup. It is free. It will allow us to standardize our email addresses and has all the other G-mail features. We all need to retain any emails through our old addresses for 7 years.  
A vote was taken...First-Linda Schaefer, Second-Lauren Maguire-The vote was approved with no objections.

#### **• Strategic Plan Committee Update**

Sixty people signed up for the survey. A link for the survey was put on the website. There have been no teen or young adult respondents, only adults.  
A discussion suggested reaching out to the media department at Lakeland as well as the National Honor Society and other organizations that require community service hours for participation in the survey. The directors will give certificates upon completion.  
The initial meetings are schedule for 4/25 at 2:00PM and 6:30PM.

#### **• Accounting Update**

See the notes under Director Comments from MaryEllen.

#### **• Conflict of Interest policy update**

Attorney Cerrone came back with comments and the directors worked on preparing the next draft of the document. A copy of the draft was distributed to the board members and comments were requested by April 26.

#### **• Safety Committee Update**

MaryEllen has reached out to the Borough to request help in setting this up.

### **Open Public Session 2**

There were no members of the public present.

### **Executive Session**

At 8:16PM, a motion was made to enter into Executive Session. First-Kathryn Grant and Second-Lauren Maguire.

The motion was approved and there were no objections.

At 8:35PM, a motion was made to move to Public Session 2. First-Jennifer Hsu, Second-Linda Schaefer. The vote was approved with no objections.

### **New Business**

- **Trustee pipeline**
  - A discussion took place on how to recruit people for the Friends and potential Trustee positions. We are considering a town hall meeting in late September. Lauren Maguire, Jennifer Hsu, and Linda Schaefer will work on this. They will reach out to Ann Siebecker to join their team.

- **Summer Reading request by the Friends**
  - A request for the approval of funding for two children's programs for the summer reading program. The Big Balloon Show for \$595.00 and The Stuffed Animal Workshop \$254.80. Both were approved with no objections. First-Amy Boyle Geisel, Second-Jennifer Hsu.
- **Renewal of the MPLC Movie License by the Friends**
  - The Trustees voted to approve the renewal of the movie license requested by the Friends for \$269.63. First-Amy Boyle Geisel, Second-Lauren Maguire. Approved with no objections.
- **Pre-approval of the acceptance of two grants \$3,000 for Tweens Space (no match) and \$5,000 for New Adult Hamilton History program (100% match required).**
  - The Trustees voted to pre-approve the grants applied for by the directors. First-Linda Schaefer, Second-Lauren Maguire. Approved with no objections.
- **Evaluation-Compensation Review**
  - A discussion was had on how to proceed. This will be a coordinated effort between the Trustees and Directors. Jennifer Hsu, Linda Schaefer, and Kathryn Grant will work on this and report.

There will be a National Day of Prayer on May 4<sup>th</sup> at Boro Hall.

**Executive Session 2: if needed** There was no need for a second executive session.

**Public Session 3: if needed** There was no need for a third public session.

**Adjournment**

A motion to adjourn was made by Kathryn Grant. Amy Boyle Geisel seconded it and it passed unanimously.

There being no further business, the meeting was adjourned at 9:17PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, May 15, 2023 in the library's community room.

Respectfully submitted,  
Cathie Sklenar-Studwell  
4/17/2023



March was a banner month for patron visits! There was a door count of 6,792 for all of March—I had to dig back to August of 2019 to find a door count that was close (but still 6 patrons under the March 2023's total!)

The library held two major programs this month:

- Saturday night March 11<sup>th</sup> we hosted 90 patrons for our St Patrick's day concert celebration starring the Shire Rats. This concert was presented thanks to the generous grant received from the Passaic County Cultural and Heritage Council.
- Saturday March 25<sup>th</sup> found around 600 patrons inside the library throughout the morning attending the Friends' Pre-St Patrick's Day parade festivities, TREPS Marketplace and Friends Bake Sale. Happy faces everywhere until noon when the announcement was made that the parade was starting in half an hour and the roads would be closed. The library remained barren for two hours but when patrons trickled back in we were thanked for having a fun morning.

Another large gathering we hosted was the PALS Plus general membership meeting on Thursday March 23<sup>rd</sup>. Consortium member Directors met in our meeting room where we used our multimedia for ZOOMing PP members on the outskirts like Kearney and Union City.

Tuesday March 28<sup>th</sup> I was invited to the Hewitt School where students presented their Living Wax Museum show. These were the students who visited with me last month with their teacher as they were on the trail of finding primary source material on Robert Erskine, Martin J. Ryerson and Eleanor G. Hewitt. The kids were dressed in clothes of the period and each recited details of their lives and their contributions to Ringwood.

Attended:

March 14<sup>th</sup> :Webinar--Skill-Sharing Conversation on Establishing Local History Collections.

March 16<sup>th</sup>: Friends meeting March 16<sup>th</sup> .

March 24<sup>th</sup>: Summer Reading Program Workshop

March 27<sup>th</sup> : Sat down in my office with MaryEllen and Wayne Mann. We made plans to meet the next week.

March 28<sup>th</sup>: MaryEllen and I met with department heads to discuss the upcoming Summer Reading Program "All Together Now."

March 29<sup>th</sup>: Met with Susan Croce, MaryEllen and Kathryn Grant to iron out bookkeeping alterations and improvements. Made an appointment to meet with her in April for a detailed lesson in our library bookkeeping methods.

March 30<sup>th</sup>: Strategic Plan Zoom with MaryEllen and Kathryn Grant.  
April 4<sup>th</sup>: Webinar- Collection Challenges and Regulation Confirmation  
April 5<sup>th</sup>: Met with Wayne Mann and representatives of the Ramapough community.  
April 5<sup>th</sup>: Met with RPL Executive Board.

The 2022 New Jersey State Aid report was completed and filed March 15<sup>th</sup>.

March 31<sup>st</sup> I filed for the LLNJ Level Up grant. Our focus for the grant was on creating a section in the library for just Tweens.

March 31<sup>st</sup> I filed a Letter of Intent for the NJ Council for the Humanities incubation grant. April 4<sup>th</sup> we received word that the LOI was approved and we are now filing the official application that is due on April 18<sup>th</sup>. This grant is focusing on programming for our New Adults.

STEM Supervisor Heather Caldwell applied to be a NSTA/SSI Solar Eclipse Partner for potential STEM programming and resources.

In past year's reports, the children's programming statistics only included counting the children who attended. The proper system is to include the parents who also attend the storytimes with their children.

March Statistics:

Door Count: 6,792

Active Users: 4,793

Collection Count: 50,959

Reference: 520

Circulation: 5,289 This number is over 400 items more than February!

Community Room uses: 6 uses 82 attendance

March Programming

Children's Programs: 16 programs 436 attendance

YA/NA Programs: 7 programs 35 attendance

STEM Programs: 16 programs 146 attendance

Adult Programs: 25 programs 871 attendance

General Programs: St Patrick's Day Pre-Parade/TREPS: 600 attendance



## Assistant Director's Report

3/11/2023-4/5/2023

MaryEllen D'Elia

### Meetings and Trainings:

- 3/13 and 3/20 New Director's Crash Course
- 3/15 Preparing for Comics Challenges
- 3/15 Meeting with Ringwood Foundation
- 3/27 and 4/5 Meet with Wayne Mann and members of Ramapough community
- 3/29 Meeting with Susan Croce, Wendy, Kathryn, and Maxine
- 3/29 Meeting with Hina about Board emails and document storage
- 3/30 Borough Safety Committee meeting
- 3/30 Strategic Plan Committee meeting
- 4/4 Met with Cathie
- 4/4 Met with Jessica
- 4/5 Executive Committee Meeting with Wendy

### Grants in development:

- ALA Gaming Grant (Submitted, decision in late June)
  - LLNJ Level-Up Your Library Grant (Submitted, awaiting decision)
  - NJ Humanities Incubation Grant (draft in development, will meet deadline)
- Tabled Grants:
- EntreLib Pitch Competition – tabled until next year possibly – need to research and develop a business program for this grant
  - ALA Great Stories Grant – working to build a relationship with the juvenile detention center at Ringwood Manor, a possible vehicle for this grant

### Deliverables from last meeting:

- Met with Susan Croce first by phone and then in person. Wendy, Kathryn, and Maxine attended. We discussed the issues with the accounting system as we are using it currently. Susan will develop new procedures to be implemented for credit card handling, grant tracking, donation and reserve donation tracking. She will reach out to Laura Ingraffea to ensure that our system and the 990s tie together correctly. She will return to do some training with Wendy and to work on our system further.
- Developed a quarterly email to the Association Membership to build relationships with the members, update them about library news, and ask them to join the strategic plan effort. First email went out 4/5/2023 to 205 members. We do not have email addresses for all members and I will work on getting that information and adding them to Mailchimp.
- Work continues on the accounting project in regard to the Foundation.
- Met with Wendy and programming staff twice to go over future plans and Summer Reading needs/wants and plans.
- Spoke to State Library about the Board emails after meeting with Hina. We have a solution that will be presented to the board for approval before we move forward.
- Submitted surplus reports to Scott Heck's office for approval before items are destroyed or auctioned off (defunct computers and a volume of books)

**Assistant Director's Report**

**3/11/2023-4/5/2023**

MaryEllen D'Elia

**Other:**

- New stats workbook under development to tie into State Report stats needs
- Creators Workshop student art show will be hanging on the art wall once the current show comes down
- Possible Summer Reading ideas under development: Seed bank and fall/winter sowing program; Touch-A-Truck; Fire Safety; donation drives (food pantry, diapers, pets), pet adoption/rabies clinic, health screenings/first aid

Ringwood Public Library Accounts

TD General Operating Acct	\$ 306,751.98	\$ 223,066.34	
Income	\$ 660.81	\$ 1,841.24	
Expenses	\$ 33,480.80	\$ 87,495.38	
Net		\$ (32,819.99)	\$ (85,654.14)

As of 12.31.22 As of 2.28.23 YTD: 2.28.23

TD Building Fund Acct	\$ 1,764.71	\$ 1,764.71	
Net Change			\$ -

As of 1.31.23 As of 2.28.23

Emergency Reserve Funds	\$ 0.47	\$ 0.47	\$ -
Fidelity Money Market	\$ 6,071.95	\$ 5,942.33	\$ (129.62)
Fidelity Balanced Fund	\$ 3,200.76	\$ 3,113.97	\$ (86.79)
Fidelity Vanguard	\$ 9,273.18	\$ 9,056.77	\$ (216.41)

As of 1.31.23 As of 2.28.23 Net Change

Friends of the Ringwood Library		24,333.21
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As of 2.28.23

2018 End of Year Spending to Budget	\$ 51,824.91
2019 End of Year Spending to Budget	\$ 55,324.76
2020 End of Year Spending to Budget	\$ 98,969.38
2021 End of Year Spending to Budget	\$ (28,330.26)
2022 End of Year Spending to Budget	\$ (42,000.37)

\$ 233,887.82 RPL Current total in checking and investments  
 \$ 24,333.21 Friends Current total in checking  
 \$ 258,221.03 GRAND TOTAL



Ringwood Public Library Accounts

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**\$ 258,221.03 GRAND TOTAL**

LIBRARY ASSOCIATION OF RINGWOOD, INC  
Transaction List by Vendor  
March 15 through April 12, 2023

	Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Advantage Payroll Services</b>	Check	03/15/2023	PAYroll		10001 · General Operations Checking		-SPLIT-	-15,091.64
	Check	03/15/2023	PAYROLL		10001 · General Operations Checking		-SPLIT-	-434.21
	Check	04/01/2023	PAYROLL		10001 · General Operations Checking		-SPLIT-	-20,399.20
<b>Baker Adult</b>	Bill	03/15/2023	5018249872	Acct #303202 L207175 3 B00000	20000 · Accounts Payable		-SPLIT-	-471.12
	Bill Pmt -Check	03/29/2023	9110	L2071753	10001 · General Operations Checking		20000 · Accounts Payable	-3,426.92
<b>Baker Juvenile</b>	Bill	03/21/2023	5018260913	A/C# 303202	20000 · Accounts Payable		-SPLIT-	-269.19
	Bill Pmt -Check	03/29/2023	9111	L6376523	10001 · General Operations Checking		20000 · Accounts Payable	-260.45
<b>Delta Dental of New Jersey, Inc.</b>	Check	03/16/2023	9107	Acct # 61796	10001 · General Operations Checking		50004 · Emp Health, Life, Dental	-157.38
<b>EC-Comptech-LLC</b>	Bill	04/06/2023	07		20000 · Accounts Payable		65026 · Computer Tech Support	-273.75
	Bill Pmt -Check	04/06/2023	9119		10001 · General Operations Checking		20000 · Accounts Payable	-273.75
<b>Liberty Science Center</b>	Bill	03/26/2023	LSC032623A		20000 · Accounts Payable		70001 · Museum Passes	-400.00
	Bill Pmt -Check	03/29/2023	9112		10001 · General Operations Checking		20000 · Accounts Payable	-400.00
<b>Michael A. Corone, Jr., Esq</b>	Bill	04/03/2023			20000 · Accounts Payable		65027 · Legal Fees	-100.00
	Bill Pmt -Check	04/06/2023	9116		10001 · General Operations Checking		20000 · Accounts Payable	-100.00
<b>Midwest Tape</b>	Bill	03/17/2023	503512775		20000 · Accounts Payable		-SPLIT-	-125.46
	Bill	03/27/2023	503558691		20000 · Accounts Payable		-SPLIT-	-14.99
	Bill Pmt -Check	03/29/2023	9113		10001 · General Operations Checking		20000 · Accounts Payable	-163.69
	Bill	03/30/2023	503578333		20000 · Accounts Payable		-SPLIT-	-75.72
<b>PALS PLUS</b>	Bill	03/23/2023	4456		20000 · Accounts Payable		60500 · Collection Maintenance	-220.00
	Bill Pmt -Check	03/29/2023	9114		10001 · General Operations Checking		20000 · Accounts Payable	-220.00
<b>TD Banknorth</b>	Check	03/16/2023	9109	Acct # 3642	10001 · General Operations Checking		-SPLIT-	-603.48
<b>Telesystem</b>	Bill	04/01/2023	952567	A/C#9963984	20000 · Accounts Payable		65020 · Telephone	-321.17
	Bill Pmt -Check	04/06/2023	9120	A/C#9963984	10001 · General Operations Checking		20000 · Accounts Payable	-321.17
<b>TIAA-CREF</b>	General Journal	03/29/2023		March 2023	10001 · General Operations Checking		21001 · 403b.Liability	-2,609.40
<b>Tulpehocken Spring Water</b>	Bill	03/31/2023		Account # 2769	20000 · Accounts Payable		65011 · Utilities (drinking water serv)	-71.79
	Bill Pmt -Check	04/06/2023	9117	Account # 2769	10001 · General Operations Checking		20000 · Accounts Payable	-71.79
<b>UHS Premium Billing</b>	Check	03/16/2023	9108	Inv # 948583236459	10001 · General Operations Checking		50004 · Emp Health, Life, Dental	-2,044.15
<b>Verizon 489</b>	Bill	03/26/2023	9931075747		20000 · Accounts Payable		65020 · Telephone	-75.05
	Bill Pmt -Check	04/06/2023	9118		10001 · General Operations Checking		20000 · Accounts Payable	-75.05