

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
June 26, 2023, 7 pm
Minutes

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

Absent- Jessica Einreinhof, Lauren Maguire

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 members of the public present.

Consent Agenda +

- Approval of annexed Minutes, as revised at the board meeting, of open session of the April 17, 2023, Board Meeting
- Directors' Report May 6, 2023-June 16, 2023
- Assistant Director's Report May 6, 2023-June 16, 2023

Kathryn Grant made a motion to accept the consent agenda inclusive of corrections. It was seconded by Jennifer Hsu and passed unanimously.

Regular Agenda

Board Comments

- Katherine asked questions on the directors' report online items 7, 8 for clarification.
- Discussion on how the library can support/supplement school programs especially at Ryerson.
- Boro Safety-Discussion on alarm system and the emergency exit.
- The Green Team will set up a native plant garden.

Finance Report

- Jessica was not present.
 - The budget is not ready. The Finance Committee needs to review it.
 - A discussion on how to handle the sale of surplus items purchased with boro money and then sold. Who gets the money?
 - The new printer is popular with no complaints from other businesses who do printing.

Directors Comments

- Wendy reported that we did not receive the grant for adult walking tour. We have asked for feedback.
- There was a slip and fall incident in the parking lot by the handicap parking. The boro was asked to help pay for medical expenses. The police were contacted.

Friend's Report

- There will be a sign-up genius for Cabaret Night. Bottles of water with Library labels will be given out. Friends approved spending for \$275-Summer Clay Program and \$1600 Media Center Rolling Shelves. A motion to allow the Friends to spend \$275.00 for the

Summer Reading Clay Program for Children and up to \$1600.00 for media storage racks was made by Linda Schaefer and seconded by Hina Meta. Unanimous.

- A discussion on the possibility of a gala took place and the decision was made to have a smaller event in 2025.
- Other ideas were shared with the thought of having the event in the library.
- A discussion about the poster printer supplies came up about who will purchase the supplies needed. The library rather than the Friends are responsible for printer supplies.

• **Old Business**

- **Board Email Committee Update**

A discussion included notification that some people were having problems with the new email, and some had not signed on yet. There is a timeframe for signing on with the introduction link. Hina will work with people who are having challenges.

- **Strategic Plan Committee Update**

The group that is meeting is committed to the study and engaging in the process. There will be an effort to get more people involved. Meetings may need to be moved to evenings or weekends rather than during the day. Wendy will let us know when the next meeting will be.

- **Accounting Plan Update**

Susan continues to meet with the directors. A plan needs to be developed to tie spending to the source of funds available for payment. A new plan will begin in January 2024. It was suggested that the library keep a continued relationship with Susan for consulting after this project has concluded.

- **Conflict of Interest Policy**

Jennifer Hsu made a motion to approve the revised policy and Linda Schaefer seconded. Unanimous.

- A suggestion was made to keep Attorney Cerone on retainer if questions arise.

- **Safety Committee**

See discussion notes under Board Comments.

- **Board Pipeline and Director Reviews**

The Board reviewed the work product on both items.

Discussion included the minimum expectations for being a trustee.

Board members to possibly make a pitch about being on the board at the August concert. Put our meet dates on the electronic sign in town and speak at community events about the library board.

There is a person who has expressed interest in the board. Jen will reach out and invite them to the next meeting.

- **Director's Review Committee Update**

The director's report will be used to guide the process for writing the reviews.

Reviews need to be written before the September board meeting for discussion in September and October.

The job descriptions need to be reviewed before the process begins.

Work is to continue on this, and a vote is to be taken in July.

- **Foundation Update**

A discussion included steps being taken to update documentation for federal and state reporting.

- **Operating Reserve Funds**
This discussion was tabled until next month.

New Business

- **Adoption of Notary Policy**
Amy Boyle Geisel made a motion to adopt the Notarial Services Policy. Katherine Grant seconded it and it passed unanimously.
- **Approval of Draft Budget**
Postponed for further review before presentation to the board.

Executive Session: 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. Linda Schaefer seconded it and it passed unanimously.

There being no further business, the meeting was adjourned at 10:25 PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, July 17, 2023, in the library's community room.

Respectfully submitted,
Cathie Sklenar-Studwell
6/26/2023

Director's Report
Wendy Sandford
May 7 – June 16, 2023

Meetings and webinars

- May 9 Strategic Planning Meeting
- May 9 Pop-up Webinar attended for Hoopla
- May 10 DPW fixed the leaking kitchen faucet
- May 18 Webinar attended "Space Planning Workshop"
- May 18 Friends of the Library Meeting
- May 22-26 Vacation week off
- May 31 Meeting with members from Ringwood Friends of Music, Wanaque Library, and MaryEllen planning joint family music events. Also discussed collaborating with Wanaque on the tween and teen summer reading program.
- May 31 Assisted college student with superfund archive research via appointment
- May 31 Webinar attended "Program Challenges"
- June 5 Patron talked with MaryEllen and I and presented us with a donation of a book her daughter wrote. It is in consideration status.
- June 7 Meeting rooms downstairs closed for the day due to excessive smoke from the wildfires in the air
- June 7 Susan Croce worked on bookkeeping and record updates
- June 9 Ant infestation noticed in staff office, Borough alerted.
- June 12 ABarb exterminator came to work on ant infestation. We will be under contract for 90 days
- June 12 MaryEllen and I hosted a piano music recital for 45 attendees
- June 13 MaryEllen and I met with Scott Conley
- June 14 There was a leak in the boiler room
- June 14 The anti-litter contest posters were hung in the library. A reception for the winners and their families is scheduled for the evening of June 22
- June 15 Meeting room opened at 8:30 for Ringwood school teacher's program
- June 16 Heather Caldwell and I met with Jenna Bruno to discuss the Community Message Board and how to keep the pages more current
- June 16 Borough DPW fixed our condenser and leak is contained

Statistics of note:

- May's Instagram boasts its highest reach of 509
- Online Newsletter deliveries show over 75% newsletters are opened.
- The Friends newsletter shows practically 100% opens.
- There was a 20% increase in attendance for the Book Buddies storytime from April to May
- 13 more posters were printed in May than April

Strategic Plan updates: The current crew of volunteers are very perceptive and prepared and have many great suggestions on how to move forward. One thing they want of me before they continue to plan is my vision for the library. MaryEllen and I are tremendous contemporaries

who share the same goal to be a library relevant to every resident of Ringwood. My vision will be fashioned based on that goal.

Our grant proposal for \$5,000 to create a "Middle Ground" area for our tweens was not approved. We are very passionate about creating this area so we sent the grant proposal to our Friends and I made a request for the funding of the most crucial part of the process-- In order to create the tween area, we need to off-load the adult media from their current shelving units. To do this successfully, we needed new media wire racks, called gondolas. At their June 15 meeting, the Friends unanimously voted to approve the purchase of 4 gondolas at \$395 each.

Speaking of money, the 2023 budget was approved by the Borough. It is the same as the 2022 budget. Between our efforts to create the most effective bookkeeping method and with our watchful eyes on our spending, we are expecting to find our way without a budget increase.

The summer reading theme this year is All Together Now. Setting up this program has been one of my most fun summer reading program themes I've worked with in 39 years. Since the theme just radiates togetherness, kindness, and community, creating community minded programming has come nimbly to us. We kick-off June 20th (kids) and June 24th (YA and Adults) and we are expecting all positive reactions to the reading program itself and to the fun programming and community involvement that it encourages.

Respectfully submitted,

Wendy Sandford

5/7/2023

Meetings and Trainings:

5/9 Strategic Planning Committee

5/20 Maximizing Curb Appeal seminar with Darcie Hunter and Tina Yi

5/22 Call with Scott Heck – Council meeting update, election day, memorial day event

5/23 Met with Mike Novak, Lakeland Assistant Superintendent – Summer Reading plans, future plans to work together – literacy needs, student deficits and how we can help address them

5/24 Met with Heather, Aleks, Janet, and Denise about Summer Reading planning

5/25 PALS General Membership Meeting

5/31 Ringwood Friends of Music, Wanaque Public Library, Wendy and I – Family music program; also discussion with Wanaque about joining forces for Summer Reading for teens and tweens and including Lakeland

6/5 Wendy and a member of the public about book concerns and her offer of a book donation

6/6 Strategic Planning Committee

6/7 Visited 6th grade ELA classes at Ryerson with Aleks to talk about Summer Reading Program

6/7 Susan Croce was in correcting some balance sheet items related to payroll booking and establishing job classes that will be used to tie revenue sources to expenditures

6/7 & 6/8 Community Conversation with Ringwood School District

6/8 Borough Safety Committee Meeting; follow-up afterwards with Borough about safety concerns

6/8 Conversation with Scott Heck Re: Schools/Borough/Library cooperation

6/13 Met with Scott Conley and Wendy about the Borough auctioning weeded books and surplus electronics, a fire safety storytime and touch-a-truck during Summer Reading, and the basement emergency exit/stairs

6/15 Attended Ringwood School District new phonics program training

Grants -In development:

ALA Gaming Grant (Submitted, decision in late June)

NJ Humanities Incubation Grant (Submitted, awaiting decision)

Tabled:

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

ALA Great Stories Grant, 3rd round: “Imagining Tomorrow: Building Inclusive Futures” Due by May 10

LLNJ Level-Up Your Library Grant (did not receive)

PLA Digital Literacy Workshop & PLA Basics (Possibly w Wanaque) – maybe a future project

Deliverables from last meeting:

- Board emails – all have been established, see agenda
- Conflict of Interest policy – draft up for discussion
- Strategic Plan – committee met, new meeting date to be announced
- Municipal budget approved, our allocation from the library line will be the same as last year, \$566,000.00.

Other

- **May 8 Incident Report:** A patron fell outside on the sidewalk/curb cut/parking lot and cut her temple. We waited with her until police came and a neighbor took her to the ER where she received stitches for the wound. She said that there was no head injury. Her family have been in touch with the Borough about assistance with the resulting bills and we have provided them with the incident report. I spoke to the patron on May 10 and she was sore but recovering. Borough carrier has been notified.
- Budget: Borough approved with no changes from last year
- Summer Reading: Middle School Reading Rainbow Road program will launch 6/24; Seed bank collection underway; Touch-A-Truck & Fire Safety storytime in process of being scheduled; donation drives benefitting Rebuilding Together, BASS,

5/7/2023

Center for Food Action, Library of Things, and the library scheduled, family dinner book discussion prompts, middle school board game club established, Lakeland Summer Reading incentive program being developed with Wanaque Library and Mike Novak.

- PJM coming 5/31 to clean out ducts and filters
- Borough is auctioning decommissioned tech items and 20 boxes of books for us to see if this is a viable way to recoup funds. Council passed our motion to declare items surplus prior to auction.
- We have been reaching out to Ringwood and Lakeland School Districts about their student's needs and how we can help support their goals in our programs. Initial work will be through Summer Reading program but we have other avenues to explore and will be working with them on new programs. We are also making some of their expressed needs a tie in with our Summer Reading programming including incentivizing completion of their Summer Reading homework.
- Bill Swain will be displaying his art 6/1-7/15
- 5/24 The library spontaneously hosted a class from Montclair State who, with their professor, Mike Clatterbuck, examined the documents for the Superfund site. They had a last minute cancellation with another party and asked if we could help them out which we were happy to do. We spoke about working together along with other possible stakeholders on local history of our area. Montclair State has a new Native American studies department that works with the Ramapough.
- 5/25 Borough held their Memorial Day ceremony in the parking lot in front of the flag pole. They have also adorned our parking lot lamp post with banners from the Hometown Heroes effort that they held.
- Strategic Plan Committee will move to either nights or weekends to allow for greater participation. These conversations have been very impactful.
- Community Conversations held by Ringwood Schools were very impactful. A lot of good information from the community about their needs and specific programs or needs the library can address.
- Health Department and Atlantic Health will hold parts of the health challenge program they run at the library.
- 6/6 Election Day at the library was uneventful but busy
- 6/7 Smoke from the wildfires was bad enough in the library that we shut down the HVAC and closed the meeting rooms for programs. 6/8 conditions were better and the HVAC was turned on and meeting rooms reopened.
- 6/9 ant infestation in workroom, Borough contracted with Abarb who have been in to lay bait inside and out and will be under contract for 90 days. The ant situation has improved and we are monitoring
- 6/12 worked with Wendy to host a piano recital by a local music teacher for his students. 16 children and their families came to the event to play and listen
- 6/13 small leak in basement boiler room from heater, Borough plumber called, fixed 6/16
- 6/14 Borough Anti-Littering poster contest winners have been hung; a reception for the winners and their families will take place at 6PM on June 22.
- Aleks and I attended Ringwood School District's phonics training for k-3 teachers as they roll out their new program. We will be working with Janet and the district to help supplement the lessons the schools are offering each week. The district has granted us detailed access to their curriculum to help us support their efforts.

Personal: Spring semester A's in IT for Library Professionals, Human Information Behavior, and Introduction to Library Professions. Summer semester underway and taking Collection Development and Management.