

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

Attendance: Amy Boyle Geisel, Jennifer Hsu, Kathryn Grant, Cathie Studwell, Hina Mehta, Jessica Einreinhof, Lauren Maguire, Library Director Wendy Sandford, and Library Assistant Director MaryEllen D'Elia, and 1 member of the public.

Absent- Linda Schaefer

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

No members of the public had any comments.

Consent Agenda +

- Approval of annexed Minutes, as revised at the board meeting, of open session of the June 26, 2023, Board Meeting
- Directors' Report June 17-July 9, 2023
- Assistant Director's Report June 17-July 10, 2023

Jennifer Hsu made a motion to accept the consent agenda inclusive of corrections. It was seconded by Amy Boyle Geisel and passed unanimously. There were two abstentions, Jessica Einreinhof and Lauren Maguire.

Regular Agenda

Board Comments

- Jennifer reported on her meeting with Bob McKay prior to the board meeting. She described what the responsibilities of the board are. After this Bob introduced himself and shared a bit of his personal story. After he was finished, Amy thanked him for his interest in volunteering and possibly serving on the board.
- Amy shared an ethics email from her law firm as an example for us to think about.

Finance Report

- Jessica presented a revised P & L.
- We purchased 20 Liberty Science Center Tickets
- With regard to the poster machine, staff departments should have a budget for printing. More time is needed to analyze.
- The time is coming to research a new copier.

Directors Comments

- Wendy reported on the "Library of Things". Instead of giving to Goodwill, give things to the library. Need to think about how to store things.
- It will be like a library take out and return.
- A policy needs to be developed for this.
- MaryEllen reported that the phone system is down. It could be because of the large amount of rain recently.
- We did not get the ALA gaming grant.
- Amy asked about the summer reading program and an update on the number of participants was given.

Friend's Report

- There was no report from the Friends. They will meet on Thursday, July 20th.

Old Business

Board Email Committee Update

- Thanks were given to Hina for working on the email project.

• Strategic Plan Committee Update

A meeting will be scheduled before the date of the August board meeting.

• Accounting Plan Update

There are new procedures for job cost analysis. Maxine and MaryEllen will review them. Projected start time will be January 2024. Susan Croce has done a great job.

• Safety Committee

Wendy and MaryEllen met with the Chief and Sargent from RPD. They received a safety analysis for now and long term.

• 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.

• Trustee Pipeline Development

The proposal was reviewed.

The Talking points list will be developed, and board members will be asked to volunteer to speak at events such as the August 5 concert and the Cabaret Night.

At the August 5 concert, Amy, Jennifer, and Jessica will represent the board.

A vote on the proposal was moved by Cathie and seconded by Hina. Unanimous approval.

• Director's Review Committee Update

The board reviewed the proposal for the evaluation process.

Revisions were made from the discussion.

Jennifer will send material to the board to use for their comments.

A vote on the proposal was moved by Kathryn and seconded by Jessica. Unanimous approval.

A discussion on the evaluation performance form offered revisions and they were made at the meeting. A vote on the revised form was moved by Hina and seconded by Lauren. Unanimous approval.

• Foundation Update

Hina reported sending forms for tax prep to Laura Ingrassia.

There was no update on the operating reserve.

New Business

- Approval of Draft Budget

MaryEllen led a discussion of the significant changes.
A move towards a balanced budget was offered.
A vote on the draft budget was moved by Jennifer and seconded by Lauren. Unanimous approval.

- **Freedom to View Policy**
A vote was taken to make this a part of our policy.
Jennifer moved and it was seconded by Cathie. Unanimous approval.
- **Revision of minimum wage policy**
The suggestion was made to rescind the vote for adhering to the minimum wage law. We don't fall under the guidelines for this law.
Library directors will set a pay rate for new hires as appropriate.
The wording is as follows. Rescind the vote of the board and authorize the director to set hourly rates for new hires as appropriate less than minimum wage effective immediately.
A vote on rescinding was moved by Amy and seconded by Hina. The motion passed with 1 no vote.
- **Emergency Action Plan**
Changed portions will be highlighted with comments. It will be brought back for the August Board Meeting
- **Approval of Closure for Staff Meeting**
Proposed half-day closure for meeting and training with staff in August.
The vote was moved by Jennifer and seconded by Jessica. Unanimous approval.

Executive Session: There was no need for an executive session.

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

Adjournment

A motion to adjourn was made by Amy Boyle Geisel and Jennifer Hsu seconded. It passed unanimously.

There being no further business, the meeting was adjourned at 9:33 PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, August 28, 2023, in the library's meeting room.

Respectfully submitted,
Cathie Sklenar-Studwell
7/17/2023

Director's Report
Wendy Sandford
June 17- July 9, 2023

June 19: Ringwood Library was host library to the PALS Plus Youth Services Committee.

June 20: I attended the PALS Plus Policy Committee Meeting Zoom.

June 22: I hosted the Anti-Litter Campaign awards ceremony evening.

June 24: I hosted the Adult Summer Reading Program kick-off.

June 27: Ringwood Library was host library for the PALS Plus Tech Petting Zoo.

Library closed for Juneteenth, Monday June 19.

Library closed for July 4th on Monday and Tuesday July 3 & 4.

Our grant proposal was rejected by the New Jersey Council for the Humanities for our requested New Adults Walking Tour plan. Request for \$5,000 with in-kind match of \$5,000 to offer a tour of historic sites related to Alexander Hamilton and the Broadway musical Hamilton—focusing on New Adults as the audience. Received the notification June 26, where they cited that they received significantly more grant proposals than they had capacity to fund.

The Summer Reading Program All Together Now is in full swing. We are so very pleased to be offering Ringwood residents a summer of reading, fun and giving. It has been a thrill to be able to combine our ability to provide our patrons encouragement to keep their minds active over the summer while promoting a positive summer activity that can be done virtually anywhere at any time. This year's theme has the added bonus of community giving and it has been a privilege to offer donation opportunities to our residents for the purpose of helping others. By program's end, we will have invested civic involvement for the community, yourself, the earth, friends & family, animals, and the library.

There has been a heat and humidity wave in early July and so far the HVAC has been able to mostly withstand the pressure. The compressor switched off June 27th but was fixed. A thorough vacuuming plus coil and filter replacement on July 6th forced the air conditioning off until noon.

Ringwood Library is becoming more visible in PALS Plus. June 19 the library hosted the meeting of the Youth Services Committee with Aleks who is Co-Chair of the YSC. June 27 the library hosted the PALS Plus Digital Services Committee's Tech Petting Zoo for patrons and staff. Heather Caldwell is the chair of the DSC.

Door Count in June (6,081) was more than 1,000 patrons higher than May (4,852.)
Circulation in June (5,640) was almost 800 items higher than May (4,852.)
Children's Toddler Happy Hour has been averaging 48 attendees per week.

Respectfully submitted,

Wendy Sandford

Meetings and Trainings:

6/21 Met with Surrogate Judge Zoila Cassanova, Chris from her office, and Wendy RE: free wills for Seniors Program which we will offer in November

6/27 Spoke to Mary in Wanaque about allowing Wanaque middle schoolers to participate in our Summer Reading Program.

Grants -In development:

ALA Gaming Grant (Submitted, decision in late June, have not heard)

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

NJ Humanities Incubation Grant (did not receive)

Deliverables from last meeting:

- Municipal budget approved, our allocation from the library line will be the same as last year, \$566,200.00.

Other

- Middle School Reading Rainbow Road program launched 6/24
- Seed bank collection underway
- Family dinner book discussion prompts created
- Lakeland Summer Reading incentive program being developed with Wanaque Library and Mike Novak.
- 7/15-8/30 Keisha DeFreece Lawrence will be hanging her work that focuses on her family history and the Ramapough, in addition, we are working out the details to host an event for the Ramapough Women's group to discuss a recent visit by some in their group to the Smithsonian's Museum of the Native Americans.
- I have begun mentoring a staff member to offer more programs and to schedule events at least 6 weeks out so that they can be publicized ahead of time.
- I have been working on the 2023 final budget as well as beginning to work on the 2024 draft budget (It ties into my summer class assignments).
- Circulated Freedom to View statement to policy committee for approval before sending it to the entire board.
- Circulated my draft of a Collection Development Policy that I wrote for my class for discussion and edits before presenting it to the entire board.

Was on vacation the week of July 2nd, returning to work on July 10th.