

**Library Association of Ringwood Inc.**  
Ringwood Public Library (“RPL”)  
Board of Trustees Meeting  
Open Public Session  
**September 18, 2023, 7 pm**

**Attendance:** Amy Boyle Geisel, Jennifer Hsu, Kathryn Grant, Cathie Studwell, Linda Schaefer, Jessica Einreinhof, Bob McKay, Library Director Wendy Sandford, and Library Assistant Director MaryEllen D’Elia, and 1 member of the public.

Absent- Hina Mehta, Lauren Maguire

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At 7:09 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 August 28, 2023, Board Meeting
- Directors' Report, August 11-September 9, 2023
- Assistant Director’s Report, August 18-September 8, 2023

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

**Regular Agenda**

**Board Comments**

- Amy commented about the library having a barrel at the library for the food drive event. Her concern was the possibility of critters being interested in the food. Wendy shared that the barrel would only be in the library for 72 hours.

**Finance Report**

- Jessica reported that we received the funding from the boro.
- Jessica suggested that we come back later to discuss investing excess monies.
- The reserve funds are in flux, but the Friends account is constant.
- A question was asked as to when we would be spending monies reserved for computer upgrades. The answer was towards the end of December.
- Regarding the P & L line item 50003B on Zero Annuity. A discussion took place led by MaryEllen on why it’s at zero.
- MaryEllen reminded people to renew their annual memberships.

- **Directors Comments**
  - The Director reported on meetings with Dr. Bernice, Hewitt, Erskine and Ryerson schools.
  - Third grade students will visit the library, at a time to be determined, and get library cards.
  - Seventh grade students will visit the library in October. Alex will lead this.
  - Senior Internship Program has started. We have two interns.
  - The Assistant Director reported that we need a nominating committee for the board elections. Bob McKay will be on the ballot. Jessica Einreinhof and Kathryn Grant will not be running for re-election. The terms are not even for the board members.
  - The January and December meeting dates need to be determined.
  - Jennifer and Amy will lead the nominating committee. Amy will ask Wendy Leine to be the non-board member of the nominating committee.
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### **Friend's Report**

- Book Sale-October. There is a sign-up genius for the book sale and the September 30<sup>th</sup> event.
- Additional volunteers are needed for boxing up the books on October 14.

### **Old Business**

- **Strategic Plan Committee Update**

After a new mission statement is crafted, meetings will resume. They will start in October. The suggestion was made to let people know in advance what the new mission statement will be and use it as a way to recruit new volunteers.

- **Accounting Plan Update**

Staff is testing a new procedure to tie income and expense via an assigned Job ID. MaryEllen gave an update and a discussion ensued. The plan is to go live with the new system in January 2024.

- **Safety Committee**

Director and Assistant Director reported on their progress. The discussion included a possible new phone system, what a realistic training time for safety issues is, the need to be more proactive on safety drills, and a focus on page 17 regarding safety during a tornado. The question is where people would go to be safe in the event of a tornado and possibilities included the bathrooms or under the stairs.

A motion was made by Jennifer to accept the Emergency Action Plan. It was seconded by Linda and passed unanimously.

- **Foundation Update**

MaryEllen reported that she learned from Eileen Manley that all the taxes were completed. We need confirmation that the library is registered on the New Jersey platform for non-profits. Eileen would like to come to a trustees meeting to report.

- **Staff Training Update**

The Director and Assistant Director reported that the training day took place. Issues were discussed that included improving communication, safety procedures, software scheduling solutions, active shooter and Narcan training.

A suggestion was reviewed about having a monthly staff meeting once a month on the Tuesday after the trustees meeting.

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- **Mission Statement Discussion**

The wording for both the mission and vision statements were reviewed. After discussion the following were adopted.

**Mission**

The Ringwood Public Library is a welcoming resource center that serves the diverse needs of our patrons. Our purpose is to build a strong community by bringing people together, advancing literacy, fostering creativity, and encouraging lifelong learning and enrichment. We provide information, programs, and materials of recreational and educational interest to people of all ages and backgrounds.

**Vision**

We strive to be the essential destination where all generations engage, discover, create, and learn. Through excellence in robust collections, innovative programs, and accessible services, the Ringwood Public Library will connect the community to all forms of literacy of all forms.

A motion was made by Jennifer to accept the new Mission and Vision statements. It was seconded by Bob and passed unanimously.

**New Business**

- **Policy Revisions**

General Policies X Use of Community Rooms. Changes reviewed.  
3-Boro owned property no political dues can be collected 2-58.  
6d-Glitter Clause.

A motion was made by Amy to accept the changes. It was seconded by Bob and passed unanimously.

General Policies XXIV -Rules and Regulations for Public Behavior. Discussion included behaviors such as hiding, obscuring, soft banning, taking books without checking them out, vaping and whistling. Wording for #16, on photography was expanded.

A motion was made by Jennifer to accept the changes. It was seconded by Bob and passed unanimously.

- **Discussion on content of meeting minutes**

A discussion took place on how much content (quantity) should be included in the minutes. Different opinions were shared. A proposal was made by Cathie to state what will go into the minutes after each person gives their report.

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

At 9:12PM, a motion to move out of public session moved by Bob McKay. It was seconded by Linda Schaefer and passed unanimously.

A motion was made by Kathryn Grant to approve all actions taken in the August 28 Executive Session. It was seconded by Amy Boyle Geisel with Jessica Einreinhof and Linda Scheafer abstaining. It passed unanimously by all others in attendance.

At 9:57PM, a motion to move back into public session moved by Jennifer Hsu. It was seconded by Bob McKay and passed unanimously.

A motion was made by Amy Boyle Geisel to approve all of the work done in Executive Session. It was seconded by Bob McKay and passed unanimously.

### **Adjournment**

A motion to adjourn was made by Bob McKay and seconded by Linda Schaefer. It passed unanimously.

There being no further business, the meeting was adjourned at 10:01PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, October 16, 2023, in the library's meeting room.

Respectfully submitted,  
Cathie Sklenar-Studwell  
9/18/2023

Director's Report

Wendy Sandford

September 10 – October 3, 2023

September 11- The second of our two Lakeland High School work interns began work.

September 12- I attended the PALS Plus Policy Committee meeting via Zoom. The focus of the meeting centered on preparing documentation to differentiate the difference, and the rules behind, a Committee and an Interest Group. All groups are now committees; but that hinders general interest in committees such as the Youth Services Committee-- where we believe every library *should* have a member because they are more about discussion than about policies.

September 14- Met with Maureen Butler to go over the logistics of the Musical Fun for Families Program she is hosting next week.

September 15- I worked with a local patron who has Revolutionary family roots in our town, and is seeking information to trace his ancestry.

September 18- I worked with a local patron who sought assistance to track down online articles printed in the 1920's and 30's about his family.

September 19- Patron who I spent time with yesterday about his family history brought me in a box of bakery cookies to thank me for getting him the articles that he needed.

September 19- Staff Meeting held in staff room. Young Adult Librarian Aleks Brittain announced she is resigning as of October 13.

September 21- Heather, Wanaque Director Mary Martin, and I Zoom chatted with our EBSCO database platform supervisor to talk about different administrative options that are available to users on this database that is provided free from NJSL.

September 21- I attended the Friends of the Ringwood Library Meeting.

September 22- Musical Fun for Families! First there was a craft at 3:00pm where the families made shaker instruments out of paper plates and beans...and then they were able to use the shakers during the program at 4:00pm! Nearly 80 kids and adults were present to hear Maureen Butler's music appreciation tale of Grieg's Peer Gynt. She played the piano or used the stereo to explain why the composer wrote the music either loud or soft and fast or slow. Kids (and MaryEllen) were interactive pretending they were trolls, and then they were dancing in a field of daisies...

September 22- I phoned Spectrum for Living office and spoke with a supervisor. I requested that on the weekly trips when the residents are taken to the library, that the caretaker comes in the library with the residents. Our staff has not seen the caretaker in the library when it was important that a resident be attended. I was told that they would be sure that the caregiver will be there for future visits.

September 26- Back to School Night: Jaclyn Fudge attended the Erskine School and I attended the Cooper School.

September 27- Back to School Night: Aleks Brittain attended the Ryerson School.

September 27- LLNJ sponsored all-day webinar Literacy Conference. The webinars I had on my PC while also working:

- Political Literacy for Librarians

- Building Emotional Literacy by Centering on Empathy

- What's Happening in Library Development at the NJSL: Literacy Initiatives, Services & Resources

- For a Future Founded on Fact.

The last webinar was useful right away as it showed different clues to deciphering if a post is Real News or Fake News, Ad or Opinion.

September 28- I attended the PALS Plus General Membership meeting at the Totowa Public Library. The new funding formula was voted and passed and our next year PALSPlus assessment will be determined based on the new formula. Rates for all libraries will increase- and MaryEllen and I will budget for the increase in our 2024 proposal.

September 28- Back to School Night: Heather Caldwell attended the Hewitt School.

September 28- Cliff and Penny Safane checked out their performance area for this Saturday's show. Cliff practiced the piano and patrons smiled along with his music instead of looking irritated.

September 29- Film Friday had a large audience-- I lost count at 39 patrons! The movie was the latest comedy starring Robert DeNiro, "About My Father."

September 30- Friends Fundraiser—Jazz Up Comedy starring Cliff and Penny Safane. A total of 55 tickets were sold, and 68 people (including us and the Safane's friends) were in attendance. The audience loved the Safane's and they loved the refreshments that were donated via the Friends' SignupGenius. As usual though, more volunteers at the event would have been helpful.

September was a busy month for Heather and STEM while preparing for October's Solar Eclipse! No less than four webinars were attended as she prepared library

programs to support the big event. She learned that the Space Science Institute, through its Solar Eclipse Activities for Libraries (SEAL) program, had provided the NJ State Library with solar science kits, and information and activities to share with public libraries for their library patrons. Heather will be driving to Trenton to pick up, and to return, those borrowed SEAL kits. On eclipse day, an Observation Station will be set up outside, where we will be participating in citizen science with The Globe Observer program. Heather, will be collecting data on sky and air conditions during the partial annular eclipse. All ages are invited to stop by to help collect data or to view the eclipse in real time! Solar System Ambassador, Mike Greene, will be on hand, to help explain eclipses and demonstrate safe viewing methods. There will be Sunoculars, a solar telescope, solar viewing glasses, and pinhole projectors to make viewing the eclipse safe for your eyes!

#### September statistics

Reference questions: 522

New Borrower Registrations: 24

TOTAL Collection Count: 47,800

Count of Active Users: 5,020

Notary: 18

Door Count: 3,816

Circulation: 5,240

Transits Delivery total packages sent: 500

Total Number of Adult Programs: 22

Total Attendance at Adult Programs: 235

Total Number of Juvenile Programs: 7

Total Attendance at Juvenile Programs: 168

Total Number of YA/New Adult Programs: 7

Total Attendance at YA/New Adult Programs: 23

Meeting Room usage: 7 sessions\ 84 attendance

Respectfully submitted,  
Wendy Sandford

## Assistant Director's Report by MaryEllen D'Elia

9/16/2023-10/6/22023

### Grants -In development:

Thinking Money for Kids

LLNJ Training Grant

Passaic County Cultural and Humanities Commission Grant

ALA Libraries Transforming Communities Small and Rural Libraries Grant

### 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, 3<sup>rd</sup> 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)

ALA Gaming Grant (did not receive)

IMLS National Leadership Grant (tabled for the future)

### Deliverables from last meeting:

- Strategic planning meeting – doodle sent to interested parties
- Revise Update Emergency Action Plan – chain of command contact to Appendix, add in harassment
- Book Sale Dumpster booking – Scott Conley and Darrell will be in touch about this as needed
- Freedom of Information policy DRAFT in review

### Other

- Jury duty – 9/19 excused after 1 day
- 9/18 Met with William Paterson nurses, spoke to them about tabling, they will feature some of our programs in their talks with students about anti-bullying
- 9/20 Met with Aleks, Heather, and Jaclyn to begin the turn-over of Alek's job when she leaves.
- 9/22 80 attendees for the first Musical Fun for Families program including approximately 40 who made pre-event crafts; next in the series will be October 20
- 9/20 patron came in to join the Association, upset about the Borough Council's resolution from the prior night
- 9/20 a second patron came in asking if I attended the Borough Council meeting and what did I think of their resolution?
- 9/20 Spoke first to Linda and then to Borough Manager re: Council Meeting and resolution, reached out to Wendy and Amy to inform them – no issue directly concerning the library
- 9/20 patron with recent incident came into the library, there were no problems of not beyond having to ask him to not talk on the phone in the library
- 9/25 switched day off – now working 9/29
- 9/26 Spoke to Dr. Bernice re: plans for literacy programming
- 9/27 LLNJ Fall Virtual Literacy Conference
- 9/27 Interview of job candidate with Wendy for YA job
- 9/28 contacted Printing Images for pricing re: Annual Appeal mailing
- 9/30 worked at Cabaret Night
- 10/2 Interviewed 2 candidates for Library Assistant job with Wendy
- 10/2 received a quote from Arrow Elevator for new door sensor, forwarded to Borough, spoke to Scott Heck about it
- 10/3 Day off
- 10/4 Received pricing quote for annual appeal
- 10/4 All employee RICE notices delivered for 10/16 meeting
- 10/4 email to Association Membership sent



**Assistant Director's Report** by MaryEllen D'Elia

9/16/2023-10/6/22023

- 10/4 spoke to Borough Manager about a meeting he wants to use the library for, we are at capacity at the time they want our rooms, looking into alternatives
- 10/4 spoke to Security Solutions about a possible solution for the front door. Awaiting pricing.
- 10/5 Attended ALA's Freedom to Read Revision Listening Sessions – Disinformation & Misinformation via Zoom
- 10/5 Insurance Broker confirmed removal of terminated employee from all insurance plans as of 10/13; COBR
- 10/9 All RICE notices served and response was universally Executive Session

Respectfully submitted,

MaryEllen D'Elia

10/9/2023