

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
Open Public Session
October 23, 2023, 7 pm

Attendance: Amy Boyle Geisel, Jennifer Hsu, Lauren Maguire, Cathie Studwell, Linda Schaefer, Jessica Einreinhof, Bob McKay, Library Director Wendy Sandford, and Library Assistant Director MaryEllen D'Elia.

Absent- Hina Mehta, Kathryn Grant
Members of the Public-Leona Kumagai, Eileen Manley

At 7:04 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 September 18 Board Meeting
- Directors' Report, September 10-October 3, 2023
- Assistant Director's Report September 16-October 6, 2023

A motion was made by Jennifer Hsu to accept the consent agenda. It was seconded by Bob McKay and passed unanimously with Lauren Maguire abstaining from the vote on the minutes.

Regular Agenda

Board Comments

- Jennifer introduced Leona Kumagai to the board as a potential new trustee. Leona shared her thoughts on why she would like to be a trustee. She was invited to ask questions of the board. Amy explained the election process and board members welcomed her and thanked her for her interest.
- Regina Ledgewood is also interested in a trustee position but could not make the meeting.
- Amy asked about the status of the elevator doors. Mary Ellen responded that it was fixed and the alarm issues were also repaired. The directors are waiting for a quote on the front door remote mechanism.

Finance Report

- Jessica reported that we received the funding from the Borough.
- There was a discussion on the P&L status.
- Jessica reported that we are keeping to budget.
- A discussion took place about line items 43003 and 43006 regarding lack of income listed for those. An explanation was given regarding how these monies were processed through the register.
- There is a slight profit realized from poster sales.
- A question was asked as to line item 50008 and 65024 with regard to payroll processing fees. There was a conversation about continuing with an outside service vs. doing it in-house.

Directors Comments

- Wendy shared that two new people were hired for the front desk at 15 hours per week.
- Heather worked with Lakeland students to learn about the eclipse. Thank you, cards were sent to Heather. (18 students and 12 adults)
- Heather also went to the elementary schools to work with STEM teachers about the eclipse.
- MaryEllen reported that the seventh-grade students came to the library. They learned about AI, the Dewey decimal system, reference services, and online resources.
- There was a discussion about PALS and their increased fees.
- Amy offered congratulations on the look of the library collection.

Friend's Report

- Eileen reported that the book sale made \$3,631.39. There was also \$75 in merchandise sales.
- Wednesday the Book Sale was open to seniors/staff/association members/and teachers. It was well received and there was a 10% discount for those who purchased on Wednesday.
- A discussion took place on possible revising of hours, revamping advertising and maybe having two days to drop off books.
- November 4th Club Sippy Cup will take place. Donations needed of water, juice, and cookies.

Old Business

- **Strategic Plan Committee Update**

There will be a Zoom meeting on mission and vision on November 2.

- **Accounting Plan Update**

The last piece of the new system tying income to expense will be tested once invoices are received.

- **Safety Committee**

Corrections required in the document and the revisions were made.

Amy volunteered to make labels for lanyards needed for volunteers.

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

- **Foundation Update**

There was a discussion about the status of the Foundation. A recommendation was made to stay in touch with Attorney Cerone on action items.

- **Annual Meeting**

Discussion on the progress of the preparation for the annual meeting took place. Amy and Jennifer along with the directors will finalize the wording for the letter. 2024 dates discussed included the January 22 re-organization meeting and December 9 the annual meeting.

- **Recommendations of the Nominating Committee**

Jennifer, Amy will serve and Jessica will ask Wendy Leine to join them.

Wendy and MaryEllen will make the draft.

A motion was made by Jennifer, seconded by Lauren and passed unanimously.

New Business

- **Policy Revisions**

General Policies VIII Intellectual Freedom - A motion was made by Jessica to accept the policy along with changes. It was seconded by Linda and passed unanimously.

- **Annual Appeal Pricing approval and letter approval**

The pricing increased by \$415.

A motion was made by Jessica, seconded by Jennifer and passed unanimously.

- **Preliminary approval of \$600 from the Friends for staff holiday party**

A motion was made to pre-authorize the spending by the Friends of \$600.00 on the staff holiday party and to allow the staff to close the library at noon on December 8 for the party by Linda, seconded by Cathie and passed unanimously.

- **Library Motto**

A motion was made by Bob , seconded by Lauren and passed unanimously.

- **Copier Lease Proposal**

A discussion took place about leasing a new patron copy machine. The proposal is a 5 year lease at \$2,148 per year plus the cost of copies to start January 1.

A motion was made by Bob, seconded by Jennifer and passed unanimously.

Public Session 2: if needed There were no members of the public in attendance.

At 8:54PM, a motion to move out of public session was made by Linda Schaefer. It was seconded by Lauren Maguire and passed unanimously.

A motion to move to executive session was moved by Jennifer Hsu. It was seconded by Bob McKay and passed unanimously.

At 10:01 a motion to move out of executive session was moved by Linda Schaefer. It was seconded by Amy Boyle Geisel and passed unanimously.

A motion to move back into public session moved by Linda Schaefer. It was seconded by Jennifer Hsu and passed unanimously.

A motion was made by Jennifer Hsu to approve all actions taken in the Executive Session. It was seconded by Bob McKay with Lauren Maguire abstaining from votes pertaining to the Executive Session Minutes. It passed unanimously.

Adjournment

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

There being no further business, the meeting was adjourned at 10:03PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, November 20, 2023, in the library's meeting room.

Respectfully submitted,
Cathie Sklenar-Studwell
10/23/2023

Wendy Sandford
Directors Report
October 11- November 11, 2023

Week of October 9-14

- Friends of the Library Book Sale week. Held in the Meeting/Conference Room of the downstairs and upstairs in the center of the library. Donated book acceptance/set-up day was Monday; final set-up Tuesday; Sneak Peek Day Wednesday; Sale Days Thursday, Friday, Saturday.
- Met with MaryEllen and Jennifer Hsu to discuss proposed staff and pay changes before submitting to the Board.

Week of October 16-21

- MaryEllen and I performed second interviews with two potential circulation library assistants
- Submitted draft 2024 budget to Finance Committee. In-library meeting proposed 10/26
- PALS Plus Policy Committee meeting via ZOOM.
- NJLA Director's Q&A ZOOM
- October Friends of the Library meeting was postponed until November 16th.
- Musical Fun for Families program, co-sponsored with Wanaque Library. Approx. 20 enjoyed learning about musical theory via piano and marionettes...

Week of October 23-28

- Monday and Wednesday, three sessions per day: Ryerson 7th grade classes visited. In less than 45 minutes each session, MaryEllen, Jaclyn, Heather and I told them about helpful library databases we offer; instructed them about online content and determining good sources; had a Dewey Decimal scavenger hunt, and introduced them to the Creation Station.
- Staff meeting. Post Board Meeting update and staff concerns discussed.
- PALS Plus General Membership meeting at the Woodland Park Library temporarily housed at Berkeley College.
- Budget meeting held in the office with MaryEllen, Kathryn and Jessica. Discussion about the draft 2024 budget.
- Halloween Sing-a-Long with Janet Spirko. Almost 70 patrons in attendance.

Week of October 30-November 4

- Met with Technical Services Supervisor to discuss change of position to Senior Technical Services Supervisor: the expectations and salary changes.
- Wrote an email to Spectrum for Living insisting that a caregiver/driver come in the library with the residents that visit the library two times a week.

The Thursday visits have been appearing that the residents are dropped off. One night last week, we found that a resident's pants slid down. Night staff could not find the caregiver, Darrell helped the resident with his pants. I phoned Spectrum the next morning and whomever I was talking to said they would make sure the driver came in with them.

The next week they came and one of the residents defecated in his pants and there was no caregiver to help him. The resident left the library without our seeing a driver.

In my email I insisted that a caregiver be in attendance with every visit when Spectrum comes. I received a phone call from a manager and he promised he would see that there is always someone in attendance with the residents.

So far this month, a caregiver has come in each visit with the residents.

- One of the two new Library Assistants hired came in for the first day of training.
- Conference call with MaryEllen and Michael Cerrone. Less than one hour.
- Conference call with MaryEllen and Amy Boyle Geisel to discuss the Michael Cerrone call.
- Strategic Plan meeting via ZOOM with 10 total in attendance speaking with MaryEllen and me concerning what they need from the library and what they would like to see. They shared ideas in how to better communicate our offerings and gave us feedback on how to proceed. MaryEllen and I will attempt a follow-up meeting but try to reach other community members of a number of diverse groups in Ringwood who we do not commonly see visiting the library.
- Received a congratulatory email from the Passaic County Cultural and Heritage Commission announcing that we have been awarded the \$3,000 grant we applied for to host World Music concerts in 2024. I have since booked a March concert with the knowledge that we received the funding for it...
- Club Sippy-Cup was once again a smash hit with over XXXX tots dancing to the beat!!

Week of November 6-11

- Met with two Library Aides to discuss change of positions to Library Assistants: the expectations and salary changes.
- November 7th was Election Day and the Library as a polling station created a very busy day at the library as a result. It was very nice having the public drop in to the library after voting and sharing their stories of growing up in Ringwood and visiting the several versions of the Ringwood Public Library!
- Second new Library Assistant hired came in for first regular day of training.
- A pleasant surprise arrived in the mail in the form of a check from TD Bank for \$4,286.64 accumulated from their Affinity program. A thank you note is on my to-do list.
- MaryEllen and I went to Town Hall to have a budget hearing with the Borough Manager and the Borough CFO.
- Local author Maria C. Palmer did an Author Talk program for us. Her book "On the Rocks" just recently won Best Book Award for Nonfiction-Narrative at the American Book Fest. Ten patrons attended the program.

A highlight for this reporting period, were the Children's events starting with Musical Fun for Families; the Halloween Sing-a-Long; and then Club Sippy-Cup. These three events alone boasted an attendance of 277!! Plus, during the days the schools were closed for Teacher's Convention, our Children's Coordinator rocked the library with Dino-Vember activities. There were dinosaur stories read, a dinosaur sing-a-long, a dinosaur parade, a dinosaur craft, a dinosaur scavenger hunt and the program culminated with a walk through the creative time

machine to retrieve a dinosaur egg. The 45 minute program was held three times during the day on Friday and there were over 80 patrons who roared with excitement!!

Look below at the statistics for the Juvenile Programs for October: 13 programs, 466 attendance!!

The lowlight for the month was the Library's heating and cooling system which was hitting high and low temperatures this month with alarming irregularities. The professionals were called in and told us that they had it under control now but I am not so sure it is in a state of full repair. MaryEllen and I are monitoring the temperatures daily now and will hope it maintains a steady temperature going forward.

The many Solar Eclipse STEM programs were held successfully, with the only disappointment being the deluge of rain on Solar Eclipse day itself. Fingers crossed for no rain on April 8, 2024's eclipse event! Over 100 solar eclipse glasses were distributed over the course of the week before the event itself.

In other STEM programming, "Skype a Scientist" presented Ecologist / Evolutionary Biologist, Alyson Brokaw, who studies bats, olfaction, and animal behavior. This STEM program was held on a Tuesday evening and 10 patrons of all ages attended and asked questions of the scientist. The next "Skype a Scientist" is planned for Thursday evening, December 14th with a scientist in the field of Anthropology scheduled.

October statistics

Reference questions: 487
New Borrower Registrations: 35
TOTAL Collection Count: 47,780
Count of Active Users: 5,056
Notary: 24
Door Count: 4,708
Circulation: 4,437
Transits Delivery total packages sent: 511
Total Number of Adult Programs: 33
Total Attendance at Adult Programs: 2,381
Total Number of Juvenile Programs: 13
Total Attendance at Juvenile Programs: 466
Total Number of YA/New Adult Programs: 5
Total Attendance at YA/New Adult Programs: 44
Meeting Room usage: 8 sessions\ 100 attendance

Respectfully submitted,
Wendy Sandford
Director

Grants -In development:

Thinking Money for Kids

LLNJ Training Grant

Passaic County Cultural and Humanities Commission Grant (received for 2024: \$3,000.00 plus \$1,500.00 match)

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, 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)

ALA Gaming Grant (did not receive)

IMLS National Leadership Grant (tabled for the future)

Deliverables from last meeting:

- Strategic planning meeting –held 11/2

Other

- 10/11 Spoke to patron about hosting the Ringwood Pokemon Club
- 10/11 Met with Wendy and Jennifer to review new staffing scenario and payroll items
- 10/12 Human Trafficking Training for Librarians webinar
- 10/12 Knights of Pithias (Dave) will be collecting coats in our lobby this fall and winter
- 10/13 ALA listening session: Freedom to Read revision regarding Diversity, Equity, and Inclusion
- 10/16 Attended second interview with Wendy and potential circ desk hire
- 10/17 attended second interview with Wendy and potential circ desk hire
- 10/18 Finalized details for Pokemon Club dates and advertising
- 10/18 spoke to Leah Madsen from Ringwood Manor Arts about the possibility of them placing a little free art library inside or outside the library.
- 10/18 draft budget sent to Finance Committee.
- 10/19 ALA Listening Session: Freedom to Read revision regarding Challenges to Materials and Authors
- 10/20 Musical Fun for Families program – 20 attendees
- 10/23 & 10/25: Hosted Ryerson 7th grade class over 6 sessions; topics included library resources, online databases and other offerings, information literacy in regard to online content, Dewey Decimal exercise, STEM overview. We made good connections with the staff and have some new ideas for collaboration and partnership that we will be following up about.
- 10/24 Staff meeting

- 10/25 ALA Freedom to Read Listening Session: Youth Access to Materials
- 10/26 worked with Tea Club to continue their meetings; Dungeons and Dragons also continues to meet; Pokemon Club has been added to the monthly schedule.
- 10/26 Halloween Sing-a-Long with Janet Spirko
- 10/26 Finance Committee Meeting Re: Draft Budget
- 10/28 Borough Trunk or Treat in overflow lot, heavily attended
- 11/2 New YA position job posting listed at NJLA
- 11/2 Call with Michael Cerrone and Wendy, billed for \$50.00 (15 minutes) for review of email leading to call. Call lasted 45 minutes.
- 11/2 Call with Amy Boyle Geisel and Wendy re: Cerrone call
- 11/2 preliminary planning with Michelle Kerr and Jaclyn for a Community Helpers monthly theme at storytime bringing in Borough and School employees and other "helpers" from around town to read a story based on how they "help".
- 11/2 Strategic Plan Zoom
- 11/6 Call with Borough Manager about Green Team Garden and bench
- 11/7 Election Day, library served as a polling station and was exceptionally busy all day
- 11/8 received \$4286.64 from TD Bank Affinity program, total for 2023 from their program is \$6746.91.
- 11/9 Borough Budget Hearing with Wendy, Borough Manager, and Borough CFO
- Various dates: spoke to Andy Yuen about the ongoing temperature issues in our basement. There was a damper problem that required the Borough to clean the exterior filter panel as it was blocked from allowing fresh air into the system. Wendy and I were shown how to better adjust the temps down there but the problem resurfaced on election day. We were able to address it. I am not convinced that there isn't a faulty thermostat or sensor but we are monitoring it before escalating it with the borough who has been informed.

Respectfully submitted,
MaryEllen D'Elia