

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
Open Public Session  
**November 20, 2023, 7 pm**

**Attendance:** Amy Boyle Geisel, Jennifer Hsu, Lauren Maguire, Cathie Studwell, Linda Schaefer, Jessica Einreinhof, Bob McKay, Hina Mehta, Kathryn Grant Library Director Wendy Sandford, and Library Assistant Director MaryEllen D'Elia and 2 members of the public.

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 public comments.

**Consent Agenda +**

- Approval of annexed Minutes of open session of the October 23 Board Meeting
- Directors' Report, October 10-November 10, 2023
- Assistant Director's Report October 10-November 10, 2023

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

**Regular Agenda**

**Board Comments**

- Amy thanked Fiona Rose for working with Jennifer on the Nominating Team.
- Jen questioned the attendance drop for the musical, Fun for Families. Mary Ellen shared her thoughts.
- There was a discussion on attendance at youth and new adult events. There was a concern expressed about the heating and cooling in the basement area. It is not regulated, and it needs to be looked at.

**Finance Report**

- Jessica believes that we will end the year under budget.
- The directors should look at budget line items before the end of the year.
- Staff should be asked to make purchases before the end of November so the year can be closed out.
- Directors to ask the Friends to assist in sponsoring programs in FY 24.
- Regarding the 2024 Draft Budget-Directors want a yearly audit which would cost \$5,200.
- Discussion on updating the operating agreement.

### **Directors Comments**

- Wendy requested that the board approve the purchase of Ancestry.com at a cost of \$1445.00. A motion was made by Amy to approve the purchase. It was seconded by Linda and passed unanimously.

### **Friend's Report**

- Discussion on the Artisan Fair. The friends made a \$260.00 profit.
- Next year, bring membership material to the fair.
- Jessica shared that the Club Sippy Cup event was well received.

### **Old Business**

- **Strategic Plan Committee Update**

The Zoom meeting produced good information from the brainstorming session on programs and outreach. Next steps were discussed such as asking open ended questions at the Annual Meeting in December. The plan should be ready to approve by May of 2024.

- **Accounting Plan Update**

Job reporting is working well. All checks in 2024 will be tied to an income source.

- **Foundation Update**

There was a discussion about the open issues between the Association and Foundation.

**Motion 1:** The board requires the return of Library Association funds that were deposited erroneously into Ringwood Public Library Foundation Accounts in the amount of \$32,424.73 by December 31, 2023. A motion was made by Amy to approve the motion.

It was seconded by Jennifer and passed unanimously. Hina abstained.

**Motion 2:** The board empowers the Director to take all steps to meet all requirements as spelled out in any grant documents including the return of funds and payment of penalties if assessed. The Board authorizes the Director to consult with the Association attorney, accountant, and accounting consultant for advice as needed to meet these requirements. The Board authorizes the Director to notify the Borough Manager, the Association and/or Borough D & O insurance carriers and agents if necessary.

A motion was made by Amy to approve the motion. It was seconded by Linda and passed unanimously. Hina abstained.

- **Annual Meeting**

The Nominating Committee included Jennifer, Amy, and Fiona Rose.

Amy nominated Bob McKay for a three year term.

Jennifer and Fiona nominated Leona Kuinagai, and Regina Ledgerwood for three year terms.

Jennifer read the bios for each of the candidates. A motion was made by Bob to

approve the nomination of Leona Kuinagai. It was seconded by Amy and passed unanimously. A motion was made by Amy to approve the nomination of Bob McKay. It was seconded by Linda and passed unanimously.

- **Annual Appeal** A motion was made by Jennifer to approve the edits to the Annual Appeal Letter Draft. It was seconded by Amy and passed unanimously.

### **New Business**

- **Approval of the acceptance of Passaic County Cultural and Heritage Committee Grant.** A motion was made by Amy to approve the receipt of the grant. It was seconded by Bob and passed unanimously.
- **Capital Plan**  
A motion was made by Bob to approve the proposed Capital Budget, Plan, and Reserve. It was seconded by Hina and passed unanimously.
- **Library holiday Schedule** There was a motion to approve the holiday closure schedule for 2024 motion made by Amy. It was seconded by Cathie and passed unanimously.
- **Property Insurance**  
This will be tabled until January. More information is needed.
- **Purchase of Computers**  
This will be tabled until January.

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

At 9:44pm, 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 10:20 a motion to move out of executive session was moved by Linda Schaefer. It was seconded by Lauren Maguire and passed unanimously.

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

A motion was made by Cathie Studwell to approve all actions taken in the Executive Session. It was seconded by Hina Mehta 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 Hina Mehta. It passed unanimously.

There being no further business, the meeting was adjourned at 10:22PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, December 11, 2023. This will be the Annual Meeting and it will take place in the library's meeting room.

Respectfully submitted,  
Cathie Sklenar-Studwell  
11/20/2023

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 16<sup>th</sup>.
- 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 7<sup>th</sup> 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 7<sup>th</sup> 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, 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 –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 7<sup>th</sup> 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