

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
Open Public Session
August 28, 2023, 7 pm

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

Absent- Linda Schaefer, Jessica Einreinhof, Hina Mehta

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 June 26, 2023, Board Meeting
- Directors' Report July 9-August 18, 2023
- Assistant Director's Report July 11-August 17, 2023

A motion was made by Jennifer Hsu to accept the consent agenda. It was seconded by Lauren Maguire and passed unanimously.

Regular Agenda

Board Comments

- Amy commented that people seemed to enjoy the August 5 concert.
- Jennifer commented on the attendance numbers of the summer reading program. A discussion about the Summer Reading Program ensued.
- Kathryn asked about the concerns related to the water balloon event. Safety concerns were discussed.
- Amy asked about poster printer pricing and the budget for supplies. There was a discussion about pricing, supply costs, and usage.

Finance Report

- Trustees were reminded that when looking at the P&L v Budget report that they should look at the individual line items, not the bottom line. Because the funding from the Borough comes after the Council approves it at each meeting it creates the appearance that we are over budget in the bottom line when that is not the case.
- There was a discussion about the board defining how the money from various sources can and cannot be used. This includes setting a budget for the Friends each year.

Directors Comments

- The Director reported on the collection of school supplies.
- Museum passes are available and being used by the public.
- The September 30th event ticket price will be \$15. There will be 90 chairs set up.
- A potential Eagle Scout project will be working on the new tween center.

Friend's Report

- Book Sale-October. There will be one day for collection and that is October 9.

Old Business

- **Board Email Committee Update**
All Board emails are set up. One Trustee has reported access issues that will be addressed.
- **Strategic Plan Committee Update**
Director advised that progress on the Strategic Plan stalled due to lack of relevant Mission Statement('MS'). Discussion ensued. Director will draft reflection questions, new MS and Vision Statement ('VS') and circulate for Trustee input ahead of next meeting. Agenda Item will be added to next meeting for formulation of new MS and VS. Strategic Plan tabled until Trustees approve new MS and VS.
- **Accounting Plan Update**
Staff is testing a new procedure to tie income and expense via an assigned Job ID.
- **Safety Committee**
Director and Assistant Director met with Ringwood PD. The meeting yielded many suggestions for improving security. There was a follow-up meeting with the Borough about the suggestions and there are pricing and plans being developed for short and long range adoption of some suggested items. A staff safety meeting and training will be held on August 29.
- **Trustee Pipeline Development**
The questionnaire was reviewed with discussion on statement of life experience to be added. A motion was made by Jennifer Hsu to accept the revised questionnaire. It was seconded by Lauren Maguire and passed unanimously.
- **Foundation Update**
There was a conversation about the current status of the Foundation.
- **Operating Reserve Funds**
There was a discussion that ended with this item being tabled.
- **Emergency Action Plan**
A revision is being developed and will be shared with the Board for discussion and vote in September.

New Business

- **Swearing in of new Trustee**
Robert McKay of Ringwood NJ was sworn in according to ALA Public Library Trustee Ethics Statement. Bob and all current Trustees signed off on ALA Trustee Ethics Statement and gave copies to Wendy. Absent Trustees will be asked to sign ALA Trustee Ethics Statement and give copy to Director (Appendix J to Policy Binder). Trustees welcomed Bob to the Board.
- **Narcan use by Library Staff**
Discussion ensued on pros and cons; cost and use. Director recommended that Board authorize availability of NARCAN in Library and training for any staff that wish to participate. MOTION made by Bob, seconded by JEN and approved unanimously.
- **Materials Selection Policy, Reconsideration of Materials Policy, and Reconsideration of Materials Form drafts approval**

There was a discussion about the draft Materials Selection Policy, Reconsideration of Materials Policy, and Reconsideration of Materials Form. A motion was made by Amy Boyle Geisel to adopt the Materials Selection Policy, Reconsideration of Materials Policy, and Reconsideration of Materials Form. It was seconded by Jennifer Hsu and passed unanimously.

- **Policy Revisions**

There was a discussion about the revisions to the Fines and Charges Policy, Fines and Charges Policy Exhibit A, 3D Printing Policy, and Appendix G. A motion was made by Cathie Studwell to accept the revised Fines and Charges Policy, Fines and Charges Policy Exhibit A, 3D Printing Policy, and Appendix G. It was seconded by Amy Boyle Geisel and passed unanimously.

There was a discussion about the revisions to the Community Rooms Policy. More detail is needed to ensure that the library operates according to Municipal Statute and that this is reflected accurately in the policy. A further revision will be available for discussion and vote at the September meeting.

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

At 9:22PM, a motion to move out of public session moved by Jennifer Hsu. It was seconded by Lauren Maguire and passed unanimously.

At 9:50PM, a motion to move back into public session moved by Jennifer Hsu. It was seconded by Boyle Geisel and passed unanimously.

A motion was made by Jennifer Hsu to approve all actions taken in Executive Session. It was seconded by Amy Boyle Geisel and passed unanimously.

The Board is asked to review current policies as uploaded to the Google Drive>Policy Binder>2023 individual policies, new or revised. Please print these policies, hole punch them and replace the outdated policies in your green binders with the updated versions. If you need assistance, please contact MaryEllen.

Adjournment

A motion to adjourn was made by Jennifer Hsu and seconded by Bob McKay. It passed unanimously.

There being no further business, the meeting was adjourned at 10:07PM.

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, September 18, 2023, in the library's meeting room.

Respectfully submitted,
Cathie Sklenar-Studwell
8/28/2023

Director's Report
Wendy Sandford
July 9 - August 18, 2023

July 5 & 6- Air Condition unit was off and on, PJM changed filters and coils.

July 11- MaryEllen and I met with Chief McGinty and Officer Rapp to discuss safety concerns for the library.

July 12- Met with Christopher Matthews of Montclair State University to inquire about possible collaboration in digitizing our archives.

July 17- Contacted by New Jersey State Library telling us we were not approved for their SWILIBS program this year. (Social Work Informed Library Services.)

July 18- Small amount of water leakage in basement, DPW alerted and visited.

July 20- I attended a ZOOM joint meeting of the PALSPlus Policy Committee and the Circulation Committee.

July

20- I attended the Friends of the Library Meeting.

July 31- Meeting in library with MaryEllen and Scott Heck.

August 1- MaryEllen and I hosted a meeting with Vinny Applegate, curator of the Skylands Manor to discuss program ideas.

August 2- I submitted the mid-grant report of our World Music Series to the Passaic County Cultural and Heritage Counsel.

August 2- MaryEllen, Jennifer Hsu and I had a meeting to discuss the Collections Management policy.

August 4- I signed the PALS Plus Letter of Agency that enables the library to participate in the e-rate telecommunications services.

August 4- Ringwood resident Dennis DeFreese (native name: Windtalker) visited with MaryEllen and I where we heard his reminiscing about the "old days" in Ringwood; and to help him digitize some of our Ringwood Mine photographs from our archives for a lecture he is giving. He invited MaryEllen and I to attend his lecture August 26 in Chester, NY: "The Lenape: Our Early Inhabitants."

August 4/5- Preparations for the outdoor concert on the 5th. DPW put barriers up in the parking lot; Parties by Porcelli set up two tents.

August 5- Outdoor end of summer reading Fiesta Concert: David Cedeño and His Havana Band was a success. Almost 90 people came and went--some dancing to their cars... Only disappointing note was the lack of volunteers to help with the set-up and break-down.

August 7- Our August display case is filled with Erie Railroad memorabilia thanks to a local patron's connection with The WCA's Waldwick Museum of Local History.

August 11- Children's Coordinator Janet Crane's final working day.

August 17- Met with Ryerson School Principal David Waxman. MaryEllen and I met him here to talk of collaboration and to show him around the library.

July Statistics

Door count: 5,283

Active users: 4,927

Collection count: 48,665

Circulation: 5,718

Community Room: 11 uses; 141 attendances

End of July totals for the Poster Printer show that patrons requested 12 posters at \$79.25 total for the month.

Our Newsletters for the month of July showed the highest Page Reach of the year with 8,583. The closest was in March with 6,077. The Newsletter is still averaging over 4,000 deliveries per month.

Heather reports that July was our highest month for borrowing on Hoopla with 675 items. The closest was March's 611 total borrows. Also, Libby reflected its highest total borrows of the year as well in July with 886 borrows. Not since January has borrowing been close with 809.

Children's July programs proudly show that 140 attended the 4 Book Buddies; 140 attended the 4 Toddler Times and 34 attended the 2 new Saturday Storytimes.

July 20th Book Buddies attendees had a special guest at their story time: Fire Safety Chief Scott Connelly read to the children, allowed them to try on his fire helmet, and then escorted them outside to a surprise visit from a Ringwood Fire Truck! The youngsters were thrilled to be able to touch the truck and sit in the front seat!

Summer Reading Programming totals for reading and for programming will be compiled late in August.

The music grant received from the Passaic County Cultural and Heritage Council that is dedicated for world music (so far for Ireland and Cuba) came up for re-request time. I submitted the grant proposal on August 10th for once again holding world music concerts in 2024. They received the proposal and word is that we will know the outcome in October.

Respectfully submitted,
Wendy Sandford, Director

7/11/2023-8/17/2023

Grants -In development:

Thinking Money for Kids

LLNJ Training Grant

IMLS National Leadership Grant

Passaic County Cultural and Humanities Commission 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)

Deliverables from last meeting:

- Strategic planning meeting
- Meeting change noticed 7/18/2023
- Director RICE Notice delivered 7/18/2023
- Schedule meeting with Borough – budget and safety DONE
- Provide policy book to prospective trustee candidate DONE
- Final budget input into quickbooks DONE
- Updated policy binders DONE
- Update Emergency Action Plan
- Excess reserve funds

Other

- Library of things – collection of a variety of items; policy and forms to be developed
- Policies and other board related documents have been loaded in the shared google drive and initial permissions given to Trustees who have established their email addresses 7/18/2023
- **Incident from 5/8/2023** report: Borough asked for pictures that were taken at the time of the patron's accident; we had none. Borough asked for pictures of the scene which I provided. This was to satisfy a request from their insurance carrier. Spoke to Borough manager on 7/19/2023 about this.
- Keisha DeFreece Lawrence is exhibiting her artwork 7/15/2023-9/1/2023. She is a member of the Ramapough from Mahwah/Hillburn.
- 7/11 Safety meeting with Ringwood Police and Wendy
- 7/12 Meeting with Wendy and Chris Matthews, Montclair State University Program Director Department of Native American and Indigenous Studies, and Wayne Mann of the Ramapough; 7/27 Phone call with Chris Matthews and Wendy re: grant opportunity
- 7/13 Spoke to the Ringwood Seniors Executive Committee about the free will program offered by Passaic County.
- 7/19/2023 submitted the FEMA OEM Withdrawal from Request for Public Assistance that was opened in 2020. No monies were paid and no specific application was made under the original filing. We have nothing that we are aware would qualify for reimbursement so closed the file.
- 7/19 met with an employee about the PTO reconciliation I did in advance of the last day of employment.
- Seed Bank: 64 seed types collected, 14 seed packets given out.
- 7/18/2023 water reported in basement, PJM came to fix a faulty valve in the boiler, the other source of water was minor foundation cracks and holds drilled for utility pass-through. Borough will seal these in the future.
- 7/26/2023 Borough called because front door was off track, they fixed it.

Assistant Director's Report by MaryEllen D'Elia

7/11/2023-8/17/2023

- 7/26/2023 attended grand opening of the pollinator garden which served as a soft opening for the seed bank.
- 7/27/2023 Borough called because of a hornet's nest near the roof above the front door and a yellow jacket nest in the handrail over the bridge. Both were sprayed and we are watching
- 7/31 Met with Wendy and Scott Heck re safety and budget questions
- 7/31/2023 Met with Parties by Porcelli and Wendy to determine tent placement. Field was determined to be sub-optimal because of a large swarm of hornets. We later determined that these were cicada killer wasps which are not aggressive. Tent to be place in parking lot and field roped off.
- 8/1 Met with Wendy and Vincent, Inn Keeper at Skylands, about possible events collaboration
- 8/1 Borough called. Patron apparently disassembled the plastic sleeve surrounding the elbow in the bathroom near the admin office, they will reattach.
- 8/1 Met with Wendy and Maureen Butler about family music program starting in September. Fliers are being developed for the first 4 sessions. Session 1 on Sept 22 at 4PM.
- 8/2 Collection Development Policy draft meeting with Jennifer and Wendy
- 8/4 Met with Dennis DeFreece of the Ramapough and Wendy. He came in looking for documents for a display and program that he and another man are doing for the Chester Museum in Chester, NY on August 26.
- 8/10 Met with an employee to talk about items related to her last day on 8/11 and the continuation of services in the Children's Department.
- Middle School Summer Reading: I had higher hopes for the program. It went ok but the numbers were disappointing; my expectations may have been out of line for what this age group wants. It wasn't a total flop, the 11 kids who did participate had fun and it is a potential building block for future programs. We're realizing that we have to account for the competition from lake communities, summer camps, sports, and other competing priorities in the summer. The lack of easy transportation is also a problem for Middle School and young High School kids who can't get to the library. We'll include this in the future plans for next summer. We're thinking about working with the various beach clubs to include reading and literacy based activities in their regular programming with the library's partnership.
- 8/10 Meeting with the Safanes about their show
- 8/10-11 texts and calls with the Borough Manager in reference to the water balloon fight and complaints he was receiving from the community.
- 8/12 water balloon fight had 7 attendees and 5 parents. 407 balloons were dispatched in 9 minutes and cleaned up in 15 minutes.
- 8/14 spoke with a Girl Scout going for her Gold Award to see if she could finish her project at the library.
- 8/15 Staff policy binders updated and new policies added to the board file for 2023
- 8/16 In light of the lack of staffing in the Children's Department certain items became a safety hazard and others were being used in ways that were causing problems. Spoke to Wendy and reorganized some of the toys, games, and art supplies so that they were put away temporarily or required an adult to ask for them from the circulation desk.
- 8/17 Email from Dennis DeFreece requesting help for school children in Upper Ringwood in gathering school supplies. We will start a collection for backpacks and other school supply items to meet the need.
- 8/17 job posting for open position in Children's Department posted to NJLA, will show on 8/22.
- 8/17 met with Wendy and David Waxman about further collaboration between the library and Ryerson in the coming year.

Personal: Collection Development and Management completed; A grade.

Respectfully submitted,

MaryEllen D'Elia

8/17/2023