

Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
April 15, 2024
Open Session Agenda

Call to Order

Statement of Meeting Notice

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

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Please use the time in this session for questions about any items in the Consent Agenda prior to their passage. There will be a second public session for any non-Consent Agenda items.

Consent Agenda +

- Directors' Report 3/9/2024-4/6/2024
- Assistant Director's Report 3/9/2024-4/5/2024
- Approval of annexed Minutes of open session of the March 18,, 2024 Board Meeting

+ = Consent items are non-controversial items or routine items that are discussed at every meeting. Anyone who wants to discuss an item should move the item off the Consent Agenda after the Chair inquires. The Consent Agenda is adopted with a motion, second and vote. Items removed from the Consent Agenda can be discussed separately.

Regular Agenda

- Board Comments
- Finance Report
 - Review of March Board Reports
 - Authorization of bills to be paid
- Directors Comments
- Friend's Report
 - Update on St. Patrick's Day Pre-Parade events
 - Raffle License
- Old Business
 - Strategic Plan Review Committee Update

- Accounting project update
 - Capital Reserve Policy Update
- Annual Appeal Status Update
- Insurance policies renewal updates
- YA Candidate update

New Business

- Children's room behavior and temporary suspension of library visitation privileges.
- 2024 United for Libraries, Virtual conference event for Trustees. More information: https://www.ala.org/united/events_conferences/virtual
- 2024 New Trustee Orientation, watch video here: https://www.njstatelib.org/services_for_libraries/consulting_services/library_trustees/
- Review of agreement with Weilkotz & Co for preparation of 2022 and 2023 taxes with audit of 2023 financials.
- Formation of Finance Committee to review 2024 budget prior to board passage at May meeting

Open Public Session 2

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Executive Session

Adjournment

Wendy Sandford, Director's Report
Ringwood Public Library
March 9 – April 6, 2024

I participated in the following meetings and webinars:

Hosted the Author Talk program Saturday, March 9.

In the absence of our STEM coordinator, I hosted the Data Detectives group at Hewitt School.

Held a Programming Meeting with Department Heads. Primary focus was Spy Week and Summer Reading.

Assisted in Open Maker's Day March 15 and 16.

Staff Meeting March 19.

Attended Friends of the Library meeting March 21.

Friday March 22 major set-up for St. Patrick's Day/TREPS event.

Saturday March 23 St. Patrick's Day/TREPS event and cleanup.

In-Service Day March 27 for staff training and for rearranging of collections and furniture.

Hosted PALS Plus General Membership Meeting in our Meeting Room March 28.

Met at TD Bank and 4 Trustees to complete documentation for library signing agents on March 28.

Strategic Plan meeting April 5 with Cathie Studwell and Leona Kumagai.

The 2024 State Aid report was due on March 15th and the report was filed on March 12th. We usually find out our Per Capita State Aid funding amount in October.

We are grateful for the many volunteers who "stuffed the envelopes" for our Annual Appeal. Pete from Printing Images took the 4,861 envelopes to have them mailed bulk rate using our brand new Bulk Mailing permit on Thursday, April 4th.

Our "Annual" St. Patrick's Day concert was held on Friday evening March 15th.

Over 55 Irish for the Day audience members enjoyed the music and storytelling of Mark Kiliansky and Max Carmichael. We give thanks to the Grant from the Passaic County Cultural and Heritage Council, a partner of the NJ State Council of the Arts for sponsoring the concert for us. I again thank the many volunteers who helped with the set-up and the clean-up needed to host this program.

While on the subject of volunteers, the library certainly enlisted much help from volunteers on the Friends of the Library's St. Patrick's Day Pre-Parade/TREPS Marketplace event on Saturday March 23rd! From face painting and crafts to muffin baking and coffee brewing, the volunteers came through and the library enjoyed a morning of St Patrick's Day cheer and TREPS marketplace support—right until the time the parade started in the pouring rain. By closing time that Saturday, the door count boasted over 900 people who visited our bustling library that day.

We received the approval for our grant proposal to LLNJ on February 21. LLNJ offers a Professional Development Subsidy request each year and our request for \$450 for our intention of having our full-time Head of Circulation, Dawn Curran, attend "Advanced eCourse: Reference Skills for Non-Reference Librarians." It is a 12 week eCourse, and each week we will rotate a different part-time circulation person to attend with her depending on the subject of the lesson and the staff schedule. Each week, Dawn will have a circulation staff meeting to go over what was learned at that week's eCourse. By the end of the 12 week program, Dawn and the circulation staff will have the knowledge from the entire eCourse and be able to get our patrons underway on their quest for reference information.

Last month I told you about Winky the Therapy Dog who visits us once a month with her human Lynne Petermann so emerging readers can read aloud to her. I told you that NJ.COM requested to do an interview with Lynne and to film our scheduled therapy dog, which they did in February. We received permission slips from all of the guardians of the children involved and waited for the posting online. Our patience paid off when on April 3rd the charming video hit the NJ.COM site at <https://fb.watch/rd5Mb2c6d2/> Check it out!!!

March 27th found the library closed to the public in order to accomplish our staff in-training day:

The morning hours of the day had the staff being trained by our own official NJLA AI Ambassador Heather Caldwell on AI uses for libraries. She highlighted AI literacy facets we should know about before making AI recommendations to

patrons such as AI terminology, set-backs and AI tools. Each staff member was given a chromebook to practice AI skills under Heather's coaching.

Staff was working in the afternoon as a team moving furniture around the library to accommodate and reorganize several book collections, mostly in the Young Adult area.

STEM coordinator Heather Caldwell has been deeply immersed in the eclipse planning. Most plans began well before the partial eclipse that happened in October. In December 1923 she applied for and received the Jay M. Pasachoff Solar Eclipse Mini-Grant from the American Astronomical Society's Solar Eclipse Task Force, supported by the National Science Foundation. This grant allowed our library to purchase special equipment for collecting weather data and making eclipse observations. Heather made weekly visits to the Hewitt school to work with the student Data Detectives in collecting weather data until the eclipse. Heather acquired eclipse glasses from the Space Science institute, in collaboration with StarNet and the Gordon and Betty Moore Foundation, as well as the AAS Solar Eclipse Task Force. With the Observation Station, Ringwood Library is a participant in the One Million Acts of Science for Citizen Science Month, as promoted by SciStarter and the Network of the National Library of Medicine.

Around 10:20am on April 5, an earthquake shook the library enough for me to call for an evacuation of the library. The evacuation ran very smoothly with help from all staff on hand. We stayed on the opposite side of the walkway until I received an all clear from my call with Ringwood Police, maybe 10 to 15 minutes outside. The evacuation affected approximately 25 patrons and staff, many patrons very young in age and I was pleased with everyone's, including the youngster's, cooperation. Seeing that the epicenter was in central New Jersey, I determined that any aftershocks we might get would probably not warrant an evacuation. Sure enough about 10 minutes before closing time at 6pm, we felt an aftershock but we all stayed put.

How do we beat an earthquake for library closings? The next day April 6 there were flooded bathroom floors in the basement due to water from the grates in the floor of our basement restrooms overflowing just short of the doorjamb to the hallway rug. With all of the rain we have been receiving, our ground is saturated and with each toilet flushed in the library it has nowhere to be absorbed and may be compounded with backed up blockage. While I could have simply made the

restrooms out of order and prohibit usage, it is not legal for public buildings to not have public restrooms available during open hours. So with 3 hours left in our schedule, we closed so no more toilet flushing can push the water level up for even deeper flooding. We will monitor the water levels very closely, and cross our fingers that the water recedes naturally.

Statistics: March 2024

Information requests: 588

New Borrower Registrations: 23

TOTAL Collection Count: 48,034

Count of Active Users: 5,253

Notary sessions: 27

Door Count: 7,672 (1,507 more than Feb; 2,774 more than Jan)

Circulation: 4,779

Transits Delivery total packages sent: 497

Transits Delivery total packages received: 531

Total Attendance at Adult/New Adult Programs: 698

Total Attendance at Juvenile Programs: 549 (57 showed up on March LEGO night!)

Total Attendance at YA/Programs: 9

Total Attendance at STEM Programs: 226

Meeting Room usage: 12 sessions\ 146 attendance

Website Page Views: 1,340

Newsletter Deliveries: 4,149 Opens: 3,310

Facebook contacts: 7,029

Instagram contacts: 354

YouTube contacts: 265

Libby E-Checkouts: 954

Hoopla Checkouts: 768 Hoopla Cost: \$1,781.18

Respectfully submitted,
Wendy Sandford, Library Director

MaryEllen D'Elia
Assistant Director's report
03/09/2024-04/05/2024

Grants –In-development or In-process (bold means awarded):

LLNJ Training Grant (\$500.00, rolling deadline): \$450.00 awarded for staff training: Reference Skills for Non-Reference Librarians

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

NJ Humanities Council Grant (\$500.00 to be spent on books about women's suffrage and women's history)

ALA Libraries Transforming Communities Small and Rural Libraries Grant: Community Conversations (\$3,000.00)

Dollar General Literacy Grants: Youth Literacy and Adult, Family, and Summer Reading

AAS Eclipse Grant \$1505.00 for STEM Programming leading up to the April 8 Eclipse

Stephen T. Riedner Grant for Library Programs for People Living with Dementia (\$2500.00) Nostalgia Nook submitted

Miss Rumphius Award (due March 15, 2023, \$300.00)

Tabled:

Thinking Money for Kids

Sandra Day O'Connor Institute for American Democracy Civics Challenge

Peggy Barber Tribute Grant due Feb 1 (\$2500.00 about civics) **did not receive**

Other

- 3/11 referred possible Eagle Scout project to Borough for approval before moving forward; project would entail a series of accessible raised garden beds and a walkway behind the library.
- 3/13 Customer Service Signs for Librarians class
- 3/14 Programming meeting for spring break week and summer reading
- 3/15 reported an alarm in the HVAC computer system about filters to the Borough for follow-up with PJM if needed
- 3/15-16 NJ Makers Days: Trep\$ students came to the event to prep their marketplace booths
- 3/16-4/30 artist Leila Noueihed hanging on art wall
- 3/19 Introduction to Proposal Writing webinar
- 3/20 Customer Service Signs for Librarians class
- 3/22 Pre-parade and Trep\$ set-up
- 3/23 Trep\$ Marketplace was a rousing success with most vendors selling all inventory. Profits ranged from \$80.00 to just under \$1,000.00. Trep\$ program ended on 3/28
- 3/23 roof began to leak from an access panel behind the patron computers. 3/25 Borough had roofers come out to fix the leak, no further leaking problem since then.
- 3/25 employee reported a problem with W2; paychex needs to merge two profiles under the SSN (wrong spelling of last name for one profile). This is in process and I will follow-up with Paychex and the employee once it is resolved. I was told the turn around was 4-6 weeks and I am monitoring it.
- 3/27 Library in-service and floor move: Heather trained staff on AI; YA, YA non-fiction, and Audiobook collections were moved, furniture in YA was moved; study carrels were moved. Call placed to Borough for work order to help remove study carrel that we are discarding. Auction was attempted but no takers the two times it was listed and no libraries are interested in it.
- 3/28 Borough Safety Meeting, including title 59 training: we will work with the Borough to implement new safety procedures for cold weather to avoid problems on the bridge
- 3/28 PALS Plus membership meeting in our basement
- April 1-6 is Spy Week at the library featuring innovative challenges and activities for all ages

- 4/1 Eventkeeper was down temporarily; the problem was resolved same day
- 4/2 Spoke to Rob McNinch of Weilkotz & Co., auditors, about preparing 2022 and 2023 taxes and 2023 audit. He will be getting me an agreement letter for the board to review.
- 4/3 Set up Friends President and Secretary with Ringwood email addresses
- 4/3 front door is not fully operational, work order placed with Borough.
- 4/3 work order placed with Borough for eventual movement of the Vivian Milligan bench to the front of the library from its current position on the side by the new garden. Work will happen at DPW's convenience and dependent upon the weather since it will need to be cemented in place.
- 4/3 Borough removed old study carrel.
- 4/4 Spoke to Wayne Mann about Vivian Milligan bench plans.

Respectfully submitted,
MaryEllen D'Elia