

Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
June 17, 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
- Assistant Director's Report
- Approval of annexed Minutes of open session of the April 15, 2024 Board Meeting
- Approved and annexed Minutes of open session of the May 27, 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 May Board Reports
 - Authorization of bills to be paid
 - Authorization of revised 2024 budget and reclassifications
 - Audit and Taxes update
- Directors Comments
- Friend's Report

- Old Business
 - Capital Reserve Policy Update
- Director's Review Committee
- Annual Appeal Status Update
- YA Candidate update
- Ringwood "Meet Your Volunteer Days"
- HR Policies and Employee Handbook updates
- Quickbooks and Payroll - transition to online
- PALS Shared Services Agreement Revisions

New Business

- Changes to Open Public Records Act

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
May 13 - June 8, 2024

May 13: Interviewed YA candidate

May 14: Conference call with LRHS Senor Options Coordinator Keith Kelly to talk about hosting several prospective high school interns here in the Fall.

May 14: Conference Call with Quickbooks for information regarding a switch to online Quickbooks and payroll.

May 14: DPW installed different paper towel dispensers in the basement men's and women's rooms.

May 16: Attended ZOOM Friends of the Library meeting.

May 17: Kept appointment with Ringwood patron interested in seeing what local history archives compose our library's collection. I spent approximately an hour showing her the different area's archives that are displayed or stored in the library.

May 18: Hosted an audience of 58 patrons for the program "Under the Reservoir." Speaker Kevin Olsen informed us about his time doing archeological digs and surveys of the Monksville area in preparation for the site that was flooded and dammed. This program was produced in conjunction with the Wanaque Borough Library.

May 20-24: One week off for vacation.

May 28: Attended Board of Trustee meeting via ZOOM.

May 29: Staff Meeting held.

May 29: Conference call with accountant consultant Susan Croce.

May 31: NJLA Library convention at Atlantic City. Details included in the report below.

June 1: Attended the ribbon-cutting of library Native Garden.

June 3: Hosted first in the series of three ESL English Language Meetups.

June 4: Met with the Foundation's Eileen Manley, Hina Mehta and Jan Tennant.

June 6: Interviewed YA candidate.

June 6: Garden Club volunteers spruced up the greenery on our rear patio.

June 7: Friends' grand piano was tuned by professional tuner James Gulino.

June 8: Heather Caldwell and Jaclyn Fudge represented the RPL by volunteering at the Passaic County Book Fair at Weasel Brook Park, Clifton.

MaryEllen and I met with two separate candidates for the Young Adult Coordinator position; but, will thank them for coming. Still searching for a candidate who will show an interest in concentrating on our YA population.

Interim Report due at the end of June for the Passaic County Cultural and Heritage Council's World Music Series grant. I will report on our Irish music concert held in March and on the upcoming Native American Performance scheduled in July (more information to follow!) There should be some grant fund money available for one more possible concert for near the end of this year. The American Library Association Grant that we are reclassifying is due for reporting also at the end of June. My report will be informing them that the grant proposal we initially submitted now finds the timeline pushed back from the summer to the fall so we could properly concentrate on our six week Summer Reading Program. The ALA Grant proposal is for a series of programs called "Get Lit With the Library." Each week this program will allow participants of all ages to expand their literacy skills by pursuing hobbies they currently enjoy and exploring new areas of interest. Each week we will have a different hobby-theme and programs will be offered during that theme week that tie to the hobby. It is during our finale week that we will hold a conversation with our patrons about the importance of lifelong learning and encourage them to explore opportunities to continue programs and activities that will allow all patrons to engage their brains fully at all stages of life. I attended the New Jersey Library Association Annual Conference in Atlantic City on May 31st

. When I went to the registration desk I was given my name tag, which had a ribbon attached to it saying "OLD TIMER." I also received a free candy bar in honor of my 25+ years as an NJLA member... I attended:

Solo Archivists & Interns: Tackling Archival Backlogs. Three members of the Newark Public Library archives described their method for obtaining college intern assistance. I concluded that we do not have enough material to have a college intern; but it did fortify my decision to seek a LRHS intern for the digitization of our archives.

Keynote Speaker Anice Vance: Hope at the Ends of the World; Resistance, Belonging, and the Revolutions that Define Us. The author of the book "Hush Harbor" had us questioning just what we would sacrifice for world justice.

The Library as a Unicorn Space. What was stressed is to encourage all staff to bring their hobbies, passions, and creative selves out in the open in order to avoid burning out--physically, emotionally, mentally, and spiritually.

Ready, Set, Retire? Three prominent retired librarians discussed the value of joining the brand new NJLA group- Retired Members Section. The

Retired Members Section exists to develop programs of interest to retired library staff, including formal opportunities for involvement and learning; to provide leadership training and opportunities for mentoring and to allow lifelong professional involvement and active engagement in NJLA and the profession of librarianship.

As you look at the May statistics below, I want to point out the Total Attendance at Juvenile Programs total of 582. With further investigation of this statistic, it shows that there were 19 separate children's programs held in May -- but on even further investigation, it appears that Children's Coordinator Jaclyn Fudge worked an exact total of 19 days in May

Statistics: May 2024

Information requests: 576

New Borrower Registrations: 22

TOTAL Collection Count: 48,173

Count of Active Users: 5,285

Notary sessions: 40

Door Count: 5,433

Circulation: 4,845

Transits Delivery total packages sent: 406

Transits Delivery total packages received: 426

Total Attendance at Adult/New Adult Programs: 233

Total Attendance at Juvenile Programs: 582

Total Attendance at YA/Programs: 40

Total Attendance at STEM Programs: 32

Meeting Room usage: 5 sessions\ 75 attendance

Website Sessions: 2,455

Newsletter Deliveries: 3,122 Opens: 2,318

Facebook contacts: 4,135

Instagram contacts: 281

YouTube contacts: 365

Libby E-Checkouts: 871

Hoopla Checkouts: 782 Hoopla Cost: \$ 1,823.99

Poster Prints: 2 \$14.50

Respectfully submitted,

Wendy Sandford, Library Director

Assistant Director's Report
5/17/2024-6/8/2024

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

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**

Miss Rumphius Award (due March 15, 2023, \$300.00) **Did not receive**

Other

- To date, the RPL Seed Bank has given out approximately 200 seed packets to residents
- 5/20/2024 Zoom: Accounting for non-accountants webinar
- 5/22/2024 Meeting with Finance Committee
- 5/22 Meet with Heather and Mike Green about NASA artifact
- 5/23 voting machines delivered by Borough and County
- 5/23 Borough Memorial Day service moved to rec center
- 5/23 Spoke with Jim Dwyer from PALS about scheduled updates to tech for 2025 and how to begin to price out options for new WIFI network and move to EVPL from Optimum as possible options; also reviewed schedule for PC replenishment that Heather developed (4-5 year replacement schedule)
- 5/23 Spoke with IT Consultant about current contract. There will be a substantial reduction in predicted cost
- 5/23 Attended PALS quarterly membership meeting in Wendy's absence
- 5/25&5/27 Library closed for Memorial Day
- 5/8 Board Meeting
- 5/29 Staff meeting to review Board Meeting
- 5/29 call with Susan Croce and Wendy
- 5/30 arranged to borrow supplies from Ringwood Community Garden for my June 22 program on planning for fall and winter gardening and extending the growing season
- 5/31 Arranged with Rec Department to hang promotional posters for the library at the Rec Center
- 6/1 Green Team joint program and Native Garden Grand Opening, 29 attendees
- 6/3 Rescheduled groups scheduled to use the meeting room during book sale week
- 6/4 Meeting with Foundation and Wendy
- 6/4 Meeting with Jennifer Hsu and Wendy about Green Team Photography Contest
- 6/4 Primary election – no problems to be had
- 6/5 Friend's Herb Cutting Garden planted and on the floor
- 6/5 Contact Baker Creek Seeds, Seed Savers Exchange, High Mowing Organics Seeds, Hudson Valley Seed Company, Pinetree Seeds, and American Meadows about making seed donations to the seed bank. 2 are sending seeds, others are pending

- 6/6 Borough Safety Meeting
- 6/6 Introduction to sign language for library workers, part 2
- 6/6 Garden Club annual planting on back patio
- 6/6 Interview with Wendy and candidate for YA position
- 6/7 Piano tuned
- 6/7 voting machines removed from premises

Work orders with Borough

- 4/11 HVAC malfunctioning – very cold in all spaces and not responsive to manual changes, system alarms about filters – technicians came out and adjusted the system
- 4/24 new flags requested and ordered by Borough – installed on pole
- 5/2 requested outdoor nozzle pressure value to be repaired, new hoses will be needed as well – no action taken, email followed up sent
- ~~5/2 requested a general clean-up of the side of the building in preparation of the Native Garden grand opening by the Green Team and a move of the Vivian Milligan bench to it's position in front of the building before June 1 – completed~~
- 5/5 a patron used the Borough's report a problem form to report that ballasts were out in the adult fiction section. Darrel was able to replace one set of bulbs, the other fixture requires a new ballast – no action taken, follow up email sent
- ~~5/14 borough installed new paper towel dispensers in the basement bathrooms. Because of the tile, the plan to install hand dryers would have been too expensive. These towels are thinner and less attractive to use in the bathroom stalls which will hopefully lead to less flushing of them completed~~
- ~~5/30 work order requested for HVAC filter clean-up at the end of the following week due to cottonwood fluff~~

Respectfully submitted,
MaryEllen D'Elia