

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
April 17, 2023 7 pm
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 +

- Approval of annexed Minutes of open session of the March 20, 2023 Board Meeting
- Directors' Report March 11, 2023 – April 7, 2023
- Assistant Director's Report March, 11 2023 – April 5, 2023

+ = 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
- Directors Comments
- Friend's Report
- Old Business
 - Board email committee update
 - Vote on proposal for Board email and document storage platform
 - Strategic Plan committee update
 - Accounting project update
 - Conflict of Interest policy update
 - Safety Committee update

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

New Business

- Trustee pipeline development
- Vote to pre-approve Summer Reading expenditures by the Friends
- Vote to pre-approve the renewal of the MPLC movie license by the Friends
- Vote to pre-approve the acceptance of 2 grants in the event that we are awarded them: \$3,000.00 with \$3,000.00 match for Tweens Space; \$5,000.00 with \$5,000.00 match for New Adult Hamilton history series programs.

Open Public Session 3: if needed

Executive Session 2: if needed

Adjournment

March was a banner month for patron visits! There was a door count of 6,792 for all of March—I had to dig back to August of 2019 to find a door count that was close (but still 6 patrons under the March 2023's total!)

The library held two major programs this month:

- Saturday night March 11th we hosted 90 patrons for our St Patrick's day concert celebration starring the Shire Rats. This concert was presented thanks to the generous grant received from the Passaic County Cultural and Heritage Council.
- Saturday March 25th found around 600 patrons inside the library throughout the morning attending the Friends' Pre-St Patrick's Day parade festivities, TREPS Marketplace and Friends Bake Sale. Happy faces everywhere until noon when the announcement was made that the parade was starting in half an hour and the roads would be closed. The library remained barren for two hours but when patrons trickled back in we were thanked for having a fun morning.

Another large gathering we hosted was the PALS Plus general membership meeting on Thursday March 23rd. Consortium member Directors met in our meeting room where we used our multimedia for ZOOMing PP members on the outskirts like Kearney and Union City.

Tuesday March 28th I was invited to the Hewitt School where students presented their Living Wax Museum show. These were the students who visited with me last month with their teacher as they were on the trail of finding primary source material on Robert Erskine, Martin J. Ryerson and Eleanor G. Hewitt. The kids were dressed in clothes of the period and each recited details of their lives and their contributions to Ringwood.

Attended:

March 14th :Webinar--Skill-Sharing Conversation on Establishing Local History Collections.

March 16th: Friends meeting March 16th.

March 24th: Summer Reading Program Workshop

March 27th : Sat down in my office with MaryEllen and Wayne Mann. We made plans to meet the next week.

March 28th: MaryEllen and I met with department heads to discuss the upcoming Summer Reading Program "All Together Now."

March 29th: Met with Susan Croce, MaryEllen and Kathryn Grant to iron out bookkeeping alterations and improvements. Made an appointment to meet with her in April for a detailed lesson in our library bookkeeping methods.

March 30th: Strategic Plan Zoom with MaryEllen and Kathryn Grant.

April 4th: Webinar- Collection Challenges and Regulation Confirmation

April 5th: Met with Wayne Mann and representatives of the Ramapough community.

April 5th: Met with RPL Executive Board.

The 2022 New Jersey State Aid report was completed and filed March 15th.

March 31st I filed for the LLNJ Level Up grant. Our focus for the grant was on creating a section in the library for just Tweens.

March 31st I filed a Letter of Intent for the NJ Council for the Humanities incubation grant. April 4th we received word that the LOI was approved and we are now filing the official application that is due on April 18th. This grant is focusing on programming for our New Adults.

STEM Supervisor Heather Caldwell applied to be a NSTA/SSI Solar Eclipse Partner for potential STEM programming and resources.

~~In past year's reports, the children's programming statistics only included counting the children who attended. The proper system is to include the parents who also attend the storytimes with their children.~~

March Statistics:

Door Count: 6,792

Active Users: 4,793

Collection Count: 50,959

Reference: 520

Circulation: 5,289 This number is over 400 items more than February!

Community Room uses: 6 uses 82 attendance

March Programming

Children's Programs: 16 programs 436 attendance

YA/NA Programs: 7 programs 35 attendance

STEM Programs: 16 programs 146 attendance

Adult Programs: 25 programs 871 attendance

General Programs: St Patrick's Day Pre-Parade/TREPS: 600 attendance

Assistant Director's Report

3/11/2023-4/5/2023

MaryEllen D'Elia

Meetings and Trainings:

3/13 and 3/20 New Director's Crash Course
3/15 Preparing for Comics Challenges
3/15 Meeting with Ringwood Foundation
3/27 and 4/5 Meet with Wayne Mann and members of Ramapough community
3/29 Meeting with Susan Croce, Wendy, Kathryn, and Maxine
3/29 Meeting with Hina about Board emails and document storage
3/30 Borough Safety Committee meeting
3/30 Strategic Plan Committee meeting
4/4 Met with Cathie
4/4 Met with Jessica
4/5 Executive Committee Meeting with Wendy

Grants in development:

ALA Gaming Grant (Submitted, decision in late June)
LLNJ Level-Up Your Library Grant (Submitted, awaiting decision)
NJ Humanities Incubation Grant (draft in development, will meet deadline)

Tabled Grants:

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

Deliverables from last meeting:

- Met with Susan Croce first by phone and then in person. Wendy, Kathryn, and Maxine attended. We discussed the issues with the accounting system as we are using it currently. Susan will develop new procedures to be implemented for credit card handling, grant tracking, donation and reserve donation tracking. She will reach out to Laura Ingraffea to ensure that our system and the 990s tie together correctly. She will return to do some training with Wendy and to work on our system further.
- Developed a quarterly email to the Association Membership to build relationships with the members, update them about library news, and ask them to join the strategic plan effort. First email went out 4/5/2023 to 205 members. We do not have email addresses for all members and I will work on getting that information and adding them to Mailchimp.
- Work continues on the accounting project in regard to the Foundation.
- Met with Wendy and programming staff twice to go over future plans and Summer Reading needs/wants and plans.
- Spoke to State Library about the Board emails after meeting with Hina. We have a solution that will be presented to the board for approval before we move forward.
- Submitted surplus reports to Scott Heck's office for approval before items are destroyed or auctioned off (defunct computers and a volume of books)

Assistant Director's Report

3/11/2023-4/5/2023

MaryEllen D'Elia

Other:

- New stats workbook under development to tie into State Report stats needs
 - Creators Workshop student art show will be hanging on the art wall once the current show comes down
 - Possible Summer Reading ideas under development: Seed bank and fall/winter sowing program; Touch-A-Truck; Fire Safety; donation drives (food pantry, diapers, pets), pet adoption/rabies clinic, health screenings/first aid
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