

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
Via Zoom
January 11, 2022 – 7:00 pm
Minutes

The meeting was called to order by President Amanda Beth McCormick Gillman at 7:05 PM 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.

This meeting is being recorded.

In attendance: Amanda Beth McCormick Gillman, Amy Boyle Geisel, Kathryn Grant, Jessica Einreinhof, Jennifer Hsu, Fatima Majid, Linda Schaefer, Library Director Dan Parker, and two members of the public. Lauren Maguire and Ed Thomas were absent.

Consent Agenda

1. Approval of annexed Minutes of open session of the November 22, 2021 Board Meeting (3 pgs.)
2. Directors Report
- 3: Tech Services
- 4: Youth Services
- 5: Report of Adult Services
6. Financial Update thru Nov

A motion to approve the consent agenda, consisting of the items listed above, was made by Amy Boyle Geisel and seconded by Jennifer Hsu; it passed without objection and with Amanda Beth McCormick Gillman abstaining from a vote on the minutes.

Regular Agenda

1. Friends Update

They will meet at the end of the month. More apparel items have been ordered. There is a balance of \$22,630.20 in the account. The snow people event that was being planned has been postponed until sometime in February, dependent on Covid case numbers.

2. Public Correspondence

A thank you note was received from the Center for Family Resources for sponsoring the mitten drive and continuing to support the less fortunate in the community.

3. Board Comments

Amy Boyle Geisel:

- asked about the computer power supply issue and its resolution. The power supply was under warranty and has been replaced.
- asked about the goal for weeding the collection and there was a discussion about what the collection development aims are and how that will work going forward.

- asked about the decrease in user numbers. User numbers are cyclical and are largely due to cardholders who have not used their cards in 3 years.
- congratulated the Director and the staff on the success of the annual appeal and the success of the Teen Advisory Board.
- encouraged the other Board Members to share the statistics with the Borough Council or other Borough related entities to show how the money is being spent and the good that is being done.

Kathryn Grant:

- asked about the Covid policy and how the pay policy works when staff are not able to work due to Covid. The Director explained how the policy works and what the experience has been so far. The Board has requested a report on the usage of Covid related sick time.

4. Director Comments

- There was a discussion about the status of construction and the plan for reopening to the public.
- The Director thanks the Wanaque Public Library for their assistance serving patrons during the closure.

5. Old Business:

- **Bond Act:**
The Borough is handling reimbursement and there is no need, to anyone's knowledge, for further funding from the Library or Association to complete the project.
- **Covid-19:**
Omicron is causing a surge and the library is open, temporarily, for lobby service and will reopen once the case counts have gone down again and the Borough approves.

6. New Business:

- **Election of Board Officers for 2022**
A slate was put forward for officers for 2022; it was:

President: Amanda Beth McCormick Gillman
 Vice-President: Amy Boyle Geisel
 Secretary: Kathryn Grant
 Treasurer: Jessica Einreinhof

Linda Schaefer made a motion to approve and elect the slate of officers. It was seconded by Jennifer Hsu and passed without objection.

- **Form Necessary Committees for 2022**
There was a discussion about what committees were needed. The committees that were decided on are: Insurance Coverage Review, Policy Book Review, and a liaison committee between the Board and the Friends. The Insurance Policy Committee will be Amy Boyle Geisel, Amanda Beth McCormick Gillman, and Kathryn Grant. The Policy Book Review committee will be Jennifer Hsu, Fatima Majid, and Linda Schaefer. The Board/Friends Liaison Committee will be Amy

Boyle Geisel, Amanda Beth McCormick Gillman, Jessica Einreinhof, and Linda Schaefer.

- **Budget Discussion**

The Board reviewed the general budget numbers with the Director, including the numbers requested from the Borough and what would happen in the event of a budget cut. A motion to authorize the budget as proposed was made by Amanda Beth McCormick Gillman. It was seconded by Amy Boyle Geisel and passed without objection.

7. Public Session

Jennifer Hsu made a motion to open the public session. It was seconded by Amy Boyle Geisel and passed with no objections. Member of the public, Wendy Sandford, thanked the Board and the Friends for the staff holiday luncheon on behalf of the entire staff. There being no further comments, Jennifer Hsu made a motion to close the public session. It was seconded by Amy Boyle Geisel and passed without objection.

Executive Session

At 8:23 PM the Board went into Executive Session.

At 8:50 the Board returned to Open Session. Amy Boyle Geisel made a motion to approve all actions taken in Executive Session in Open Session. It was seconded by Jennifer Hsu and passed without objection.

Adjournment

There being no further business, the meeting was adjourned.

The next meeting of the Board of Trustees will be on Monday, February 14, 2022; meeting location will be announced shortly.

The meeting was adjourned at 8:51 PM.

Respectfully submitted,
MaryEllen D'Elia
1/13/2022