

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
Via Zoom  
**February 14, 2022 – 7:00 pm**  
**Minutes**

The meeting was called to order by President Amanda Beth McCormick Gillman at 7:06 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, Kathryn Grant, Jessica Einreinhof, Jennifer Hsu, Fatima Majid, Linda Schaefer, Lauren Maguire, Library Director Dan Parker, and two members of the public. Amy Boyle Geisel and Ed Thomas were absent.

**Consent Agenda**

1. Approval of annexed Minutes of open session of the Jan 10, 2022 Board Meeting (3 pgs.)
2. Directors Report
- 3: Tech Services
- 4: Youth Services
- 5: Report of Adult Services
6. Financial Update thru Year End 2021

A motion to approve the consent agenda, consisting of the items listed above, was made by Jennifer Hsu and seconded by Jessica Einreinhof; it passed without objection and with Lauren Maguire abstaining from a vote on the minutes.

**Regular Agenda**

There was a discussion of the monies being paid by the Borough being short for YE 2021. An inquiry will be made to the Borough about the status of funding.

A reminder to Trustees that the NJ Library Trustee Association trainings are coming up on Feb 22 and 26. Trustees who want to register but haven't gotten an invitation should contact the Library Director.

**1. Friends Update**

A big thanks to Jessica Einreinhof and Janet Crane for the success of the snowman event was extended by Amanda Beth McCormick Gillman. The next meeting will be February 24 to discuss March events. There are two big events coming up. March 13<sup>th</sup> will be a piano concert at 2:30 PM. March 26<sup>th</sup> will be the pre-parade St. Patrick's Day event.

**2. Public Correspondence**

There was nothing to report.

**3. Board Comments**

- Jessica Einreinhof: Very happy to see everyone at the library for the snowman event.
- Amanda Beth McCormick Gillman: Thank you to Lisa Petri and Eileen Manley for talking about the Friends to the parents at the event.

**4. Director Comments**

- There was a small leak in the ceiling that the Borough is working on with the roofing contractor; a temporary fix is in place until a permanent one can be completed.

- Audit: the 3 year audit cycle is coming due this year. An engagement letter has been signed with the cost being negotiated to \$5,000.00. A need for information from the Board may arise.
- A sub-grant from the NJ State Library has been awarded to pay for 3 fully loaded, locked, and regularly wiped iPads to be used for the express purpose of allowing patrons to access telehealth services via lending out the equipment.
- Adult services will host a Celtic band concert for St. Patrick's Day; refreshments may be needed from the Friends.

#### **5. New Business:**

- There was a conversation about the content of the letter to be read at the next Borough Council meeting. A motion was made to accept the announcement as stated being read at the next Borough Council meeting was made by Jessica Einreinhof and seconded by Lauren Maguire. It passed unanimously.
- There was a discussion about how to handle masking in the library once the state mandate expires.
- Jennifer Hsu made a motion to enact the Amendment to the Reopening Plan. It was seconded by Lauren Maguire and passed unanimously.
- A motion was made by Lauren Maguire to approve the Friend's allocation of \$2,000.00 for a series of 3 concerts this spring (March 13, April/May tbd, June 12). Linda Schaefer seconded it and it passed unanimously.

#### **6. Public Session**

Linda Schaefer made a motion to open the public session. It was seconded by Jennifer Hsu and passed unanimously. There being no comments, Lauren Maguire made a motion to close the public session. It was seconded by Linda Schaefer and passed unanimously.

#### **Executive Session**

At 7:33 PM the Board went into Executive Session.

At 7:42 PM the Board exited Executive Session. A motion was made to approve all actions taken by the Board in Executive Session by Jennifer Hsu. It was seconded by Jessica Einreinhof and passed unanimously.

There was an update from the Ringwood Library Foundation. The annual appeal raised \$11,743.00 which has been invested in Fidelity Mutual Funds; quarterly updates will be forthcoming.

#### **Adjournment**

There being no further business, the meeting was adjourned.

The next meeting of the Board of Trustees will be on Monday, March 7, 2022; meeting location will be announced.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,  
MaryEllen D'Elia  
February 17, 2022