

Library Association of Ringwood Inc.
Ringwood Public Library (“RPL”)
Board of Trustees Meeting
Remote/Zoom - Covid19 State of Emergency
April 26, 2021 - 7:30 pm
Minutes

The meeting was called to order by President Amanda Beth McCormick Gillman at 7:36 PM and she read the following statement:

By Executive Order (“EO”) 103 dated 3/9/20 of his Honor Phillip Murphy, the Governor of the State of New Jersey (“Governor Murphy”) a Public Health Emergency and State of Emergency was declared in New Jersey due to the Covid19 virus Pandemic. In recognition of the State of Emergency and after consultation with the Ringwood Borough Council, Ringwood Borough Manager and Health Dept., the Ringwood Public Library was closed to the public at 5pm, March 13, 2020. By Administrative Order 2020-15 dated 6/13/20 of Col. Patrick J. Callahan, the Director of Emergency Management, public libraries in NJ were permitted to provide materials to patrons via curbside service effective 6/15/20. The 10-page Reopening Plan for the RPL was approved on 6/15/20 and the Borough Health Dept. and Manager authorized curb side or lobby service pursuant to that Plan to commence on June 22, 2020. By Executive Order 157, the Governor authorized public libraries to reopen with directives including limited capacity, physical distancing, masks and other safety precautions. By Executive Order 210 dated 12/11/20 the Governor extended the Public Health Emergency and State of Emergency in NJ created by EO 103 without end date. The Ringwood Public Library building has closed due to community spread pursuant to its Reopening Plan.

This online meeting is in accordance with P.L. 2020, Ch.11, approved 3/20/20, Assembly, No.3850; known as the Emergency Amendment to the Open Public Meetings Act. Members of the Public are welcome to attend via the Ringwood Public Library Zoom account via registration with the Library Director via Event Keeper at www.ringwoodlibrary.org. Members of the public are welcome to submit comments or questions regarding this Meeting via publiccomment@ringwoodlibrary.org.

This meeting is being recorded.

In attendance: Amanda Beth McCormick Gillman, Amy Boyle Geisel, Jessica Einreinhof, Kathryn Grant, Susan Rakosi Rosenbloom, Linda Schaeffer, Lauren Maguire, Library Director Dan Parker, and three members of the public, Heather Caldwell, Wendy Sandford, and MaryEllen D’Elia. Trustees Ed Thomas and Anne Siebecker were absent.

Consent Agenda

1. Approval of annexed Minutes of open session of the March 22, 2020 Board Meeting (3 pgs.)
2. Directors Report dated April 14, 2021
- 3: Tech Services for March dated April 14, 2021
- 4: Youth Services for March dated April 14, 2021
- 5: Report of Adult Services for March dated April 14, 2021
6. Financial Update thru March dated April 16, 2021

A motion to approve the consent agenda, consisting of the items listed above, was made by Amy Boyle Geisel and seconded by Linda Maguire; it passed unanimously. Susan Rakosi Rosenbloom abstained from approving the minutes due to her absence at the prior meeting.

Regular Agenda

1. Friends Update

There was a meeting on April 21. The Friends renewed the passes for the Frick and the Natural History Museums. They are working on the Summer Reading Kick-off and the October book sale. The goal is to increase membership as the building reopens.

2. Ringwood Library Foundation Update

A new, independent non-profit has been established called the Ringwood Library Foundation. It is completely separate from the Board except for a liaison relationship. The sole purpose of the non-profit will be bigger fundraising projects and goals. Heather Nemeth is President, Eileen Manley is Treasurer, Karen Marcus is Vice-President, and Amy Boyle Geisel is on the Board as the Designated Agent with the State for establishing the Foundation. There are four signers on the checking account, three from the Foundation Board and Dan Parker. A small balance was established to open the checking account.

Policies are being developed and will be approved shortly and then planning will proceed. The coordination between the Fundraising Committee, Friends and Foundation happens in the Fundraising Committee where Lisa Petri and Eileen Manley are members.

3. Fundraising Committee Update: Chair: Kathryn Summer reading Kick-off

Kick-off event planning is underway. The snow cone machine and hotdog cart have been rented. Lisa Petri is working with Kathryn on the Children's Book Sale, sorting books. The committee is looking for donations of children's books. The Friends have put out a call for volunteers for the event on June 19. The Board members present voted for the hat color with navy being favored. Kathryn will donate the hats and they will be given to volunteers as well as given to Friends members when they join as a perk. Further discussion about the text on the back of the hat will happen at the next Board meeting as well as an in person walk-through for the locations of where event stations will be set up.

October Book Sale

Linda Schaeffer will book Tastefully British for October 15 from 5:30-7:00 to coincide with Friday at the book sale. The cost will be \$15.00 with Tastefully British keeping \$9.50 of the total cost and \$4.50 per meal coming to the library. Donated baked goods will be provided by volunteers. Amy Boyle Geisel will research packaging options for the desserts to go with each meal. The library will supply the plastic bags from the existing supply from lobby service for the meals.

4. Advocacy Committee Update: Chair: Amy

The Advocacy Committee has had two meetings where tasks have been divided. Anne Siebecker and Ed Thomas will attend the meetings of the County Commissioners. In

addition, committee members will attend council meetings as well as meetings of various groups in town. They will also be asking Trustees to attend various meetings and will develop and give out talking points for these meetings via a community bulletin board for the Board. There is another meeting in May and once the organizational work is completed, the committee may move to meet every other month.

5. Board Maintenance Committee: Lauren to give update

A first meeting was conducted and 4 main areas were discussed: Maintaining current members via direct outreach, exit interviews for anyone exiting the board, support for and on-boarding of any new members, and recruitment of new members including developing a process for the nominating committee. There will be a meeting with Dan in May to discuss.

6. Public Hearing:

No emails were received. There are 3 members of the public in attendance.

7. Board Comments

Kathryn Grant thanks Heather Caldwell for the Maker Space tour for her children.

There was a conversation about the grants the library was awarded. Topics of conversation for the Libraries Transforming Communities Grant were discussed and resources to support the possible conversation were offered.

Amy Boyle Geisel expressed her thanks and appreciation for the recent program, *Crazy Daisy: Juliette Gordon Low-Founder of the Girl Scouts*, and the *Great Ringwood Bake-off* both of which her family have been enjoying.

There was a conversation about a Facebook thread about the prior concert series that the library hosted.

Jessica Einreinhof raised the issue of use of the outdoor space and offered to head an effort to collect plastic to earn a free bench following the example of the Green Team.

8. Director Comments

Today marked the soft reopening of the library building to the public and there were approximately 50 people who came in. A self-temperature check station was provided by the Borough; each person who enters is asked to self-scan before coming in. It will be added to the reopening plan.

A lighting ballast blew this evening just before closing.

The boiler thermos-coupling stopped working and was fixed but appears to be non-functional again. The Borough will be called in the morning.

A fire drill was conducted during the past week per the Emergency Action Plan.

9. Old Business

- **NJ Library Construction Bond Act**
The Borough is doing the first reading of the budget and once it is approved they will move forward with bidding out the job.
- **Covid-19 Closure/Opening update**
The building opening will be announced on Monday in the newsletter and on social media. Grab and go will become self-service holds and people are limited to 25 minutes in the building per day.

10. New Business

- **Summer Reading Kickoff event: Saturday June 19th**
Kathryn asked for Trustees to sign up for volunteer slots for June 19
Linda Schaeffer and a friend, Amy Boyle Geisel and a teen, Amanda Beth McCormick Gillman and a teen, and Lauren Maguire with possibly a friend volunteered their time.

Open Public Session

A motion to move to open session was made by Linda Schaeffer and seconded by Lauren Maguire. There were no objections; the motion carried.

There being no public comments a motion to close the public session was made by Linda Maguire and seconded by Susan Rakosi Rosenbloom. There were no objections; the motion carried.

No Executive Session

Adjournment

The next regular meeting of the Board of Trustees will be Monday, May 24, 2021 at 7:30pm and will be held in person in the Library.

A motion was made to end the meeting by Amy Boyle Geisel. It was seconded by Susan Rakosi Rosenbloom. There being no objections, the meeting was adjourned at 8:36PM.

Respectfully submitted,
MaryEllen D'Elia
04/29/2021