

**Library Association of Ringwood Inc.**  
Ringwood Public Library (“RPL”)  
Board of Trustees Meeting  
**June 6, 2022 7 pm**  
**Minutes**

The meeting was called to order at 7:02 PM by President Amanda Beth McCormick Gillman 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.

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

**Consent Agenda**

1. Approval of annexed Minutes of open session of the April 4, 2022 Board Meeting (2 pgs.)
2. Directors Report for April
3. Directors Report for May
- 3: Tech Services for April
4. Tech Services for May
- 5: Youth Services for April (2 pgs.)
- 6: Youth Services for May (2 pgs.)
- 7: Report of Adult Services for April
8. Financial Update thru Mar 2022

A motion to approve the items on the consent agenda was made by Jennifer Hsu and seconded by Amy Boyle Geisel. It passed unanimously.

**Regular Agenda**

**1. Friends Update**

The Friends are looking for a new treasurer. They approved the expenditure for laptop charging carts as requested by Library Staff. The collage event was a success; when they do it again it was recommended to do it on a Saturday afternoon. They are considering a dancing fundraiser for the fall. June 25 will be the Summer Reading kick-off. Volunteers and children’s book donations in limited numbers are requested.

**2. Public Correspondence**

The Borough received a phone call asking why the library can’t be open for service on Sunday when we can be open for a concert. The director explained the costs that would be incurred for regular service would be prohibitive for the limited use that we would see by the public.

**3. Board Comments**

The Trustees and the Director spoke about various topics including: new hours, the new book club, the printing of Fish and Chips tickets for the October 7 event, the status of the audit, the need for the hold music module, and the final *Sunday Afternoons* concert.

#### **4. Director Comments**

The Director spoke about the challenges of the prior month. He also updated the Board about the reports needed to be submitted for the Bond Act and the status of repayment to the Borough. The yearly report has been submitted to the state as has the Compliance Checklist for the State Library.

#### **New Business**

**1. Consideration of Professional Liability Insurance for three staff notaries. Premium quoted: \$1507.54**

Amy Boyle Geisel made a motion to approve of the library funding the purchase of notarial insurance for the three staff notaries at the yearly quoted cost of \$1,507.54. It was seconded by Linda Schaefer and passed unanimously.

**2. Approval of Friends sponsorship of locking laptop cart: \$1165.60**

Amy Boyle Geisel made a motion to approve the purchase of two laptop carts by the Friends in the amount of \$1,165.60. It was seconded by Lauren Maguire and passed unanimously.

**3. One time hold music content package: \$588.00**

Linda Schaefer made a motion to approve the purchase of a hold music content package for the phone system in the amount of \$588.00. It was seconded by Jennifer Hsu and passed unanimously.

**4. Formation of committee for Director's annual review**

Amy Boyle Geisel, Linda Schaefer, and Jennifer Hsu volunteered to join the committee.

#### **Open Public Session**

Jennifer Hsu made a motion to open the meeting for the public session. It was seconded by Linda Schaefer and passed unanimously. There being no public comment, Amy Boyle Geisel made a motion to close the public session. It was seconded by Lauren Maguire and passed unanimously.

#### **Adjournment**

The next regular meeting of the Library Assoc. of Ringwood Inc. is July 11 at 7:00 pm Method/Location to be determined by local Covid-19 numbers prior to meeting.

At 7:44 PM Amy Boyle Geisel made a motion to adjourn the meeting. It was seconded by Lauren Maguire and passed unanimously and the meeting was adjourned.

Respectfully submitted,  
MaryEllen D'Elia  
June 7, 2022