

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Emergency Meeting  
July 21, 2022  
Minutes

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

The meeting was called to order at 8:08 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. This meeting is being recorded.

**Consent Agenda**

1. Approval of annexed Minutes of open session of the June 6, 2022 Board Meeting (2 pgs)

Linda Schaefer made a motion to approve the consent agenda. It was seconded by Lauren Maguire and passed unanimously with the exception Jessica Einreinhof and Fatima Majid who abstained.

**Regular Agenda**

1. Board Comments - There were no comments
2. Director Comments - There were no comments
3. Old Business - There was no old business to discuss

**New Business**

1. Linda Schaefer made a motion to approve the designation of MaryEllen D'Elia as the PayPal Administrator, replacing Dan Parker. It was seconded by Jennifer Hsu and passed unanimously.
2. Linda Schaefer made a motion to authorize MaryEllen D'Elia to open a new library credit card and to close Daniel Parker's library credit card. It was seconded by Lauren Maguire and passed unanimously.
3. Amy Boyle Geisel made a motion to authorize Wendy Sandford to sign timesheets and approve payroll processing. It was seconded by Lauren Maguire and passed unanimously.
4. Amy Boyle Geisel made a motion to authorize Heather Caldwell to approve regular budgetary expenditures and approve bills for payment. Jennifer Hsu seconded the motion and it passed unanimously.
5. The Board had a discussion of the formation of a search committee was formed consisting of three Trustees, a staff member, a member of the public, and a representative of one of the two school districts that serve Ringwood. The Board will ask Wendy Sandford from staff and either Dr. Bernice from Ringwood School District, Mr. Novak from Lakeland High School, or Mr. Festa from Erskine School. In addition, the members of the Board on the committee will be Amy Boyle Geisel, Linda Schaefer, and Amanda Beth McCormick Gillman. Hina Mehta will be asked as a member of the public. Amy Boyle Geisel made a motion that she be empowered to recruit such a committee with the agreed upon make-up and to lead that committee. It was seconded by Jennifer Hsu and passed unanimously.
6. There was a discussion about the copy of the advertisement for the Library Director's position, how it relates to the job description, salary requirements, setting up a new gmail account for the purpose of recruitment, and

where to place the ad. Amy Boyle Geisel made a motion to approve the employment ad with the changes discussed and agreed upon. It was seconded by Jennifer Hsu and passed unanimously.

7. A motion was made by Amy Boyle Geisel to authorize Dan Parker in spending of up to \$150.00 per ad and to post the ad at the agreed upon job board locations, to be revisited if suitable candidates did not respond. It was seconded by Lauren Maguire and passed unanimously.
8. There was a discussion about appointing co-interim directors. Amy Boyle Geisel made a motion to authorize Amanda Beth McCormick Gillman and herself via Dan Parker to approach the three Co-Interim Director candidates and start negotiating compensation and responsibilities with those candidates. It was seconded by Amanda Beth McCormick Gillman and passed unanimously.

### **Open Public Session**

A motion was made by Amy Boyle Geisel to open the public session. It was seconded by Jennifer Hsu and passed unanimously. Two staff members who attended the meeting spoke in support of the Director and affirmed their commitment to the library and its operations.

A motion was made by Amy Boyle Geisel to close the public session. It was seconded by Lauren Maguire and passed unanimously.

### **Executive Session**

At 8:51pm a motion was made by Amy Boyle Geisel to open the Executive Session. It was seconded by Linda Schaefer and passed unanimously.

At 9:50 pm the Board exited Executive Session and unanimously approved all items voted on in Executive Session in Open Session.

The next regular meeting of the Library Assoc. of Ringwood Inc. is August 1 at 7:00 pm in person at the library.

At 9:51pm the meeting was adjourned without objection.

Respectfully submitted,  
MaryEllen D'Elia  
07/25/2022