

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

The meeting was called to order by President Amanda Beth McCormick Gillman at 7:35 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.

In attendance: Amanda Beth McCormick Gillman, Amy Boyle Geisel, Kathryn Grant, Linda Schaefer, Lauren Maguire, Jessica Einreinhof, Ed Thomas, Susan Rakosi Rosenbloom, Anne Siebecker, Jennifer Hsu, Fatima Majid, Library Director Dan Parker, and two members of the public: Wendy Sandford, and MaryEllen D'Elia.

**Consent Agenda**

1. Approval of annexed Minutes of open session of the June 28, 2021 Board Meeting (3 pgs.)
2. Directors Report dated July 26, 2021
- 3: Tech Services for June dated July 26, 2021
- 4: Youth Services for June dated July 26, 2021
- 5: Report of Adult Services for June dated July 26, 2021
6. Financial Update thru June
7. Approval of annexed Minutes of the Executive Session of the June 28, 2021 meeting

A motion to approve the consent agenda, consisting of the items listed above, was made by Lauren Maguire and seconded by Amy Boyle Geisel; it passed unanimously.

**Regular Agenda**

**1. Board Maintenance Committee**

There was a discussion of the need for more members on the Board Maintenance Committee, in light of 2 Trustees resigning from the Board. Both resigning Trustees, Anne Siebecker and Susan Rakosi Rosenbloom, have expressed an interest in on-going involvement with the committee. Amanda Beth McCormick Gillman introduced new Trustees, Fatima Majid and Jennifer Hsu who each introduced themselves. After the introduction, the Oath of Library Trustees was administered and the new Trustees joined the Board. There was a conversation about how both new Trustees would be on-boarded.

**2. Friends Update**

The next Friends meeting will be July 29 at 7:30PM via Zoom. The book sale and fish and chips truck fundraiser were discussed.

**3. Fundraising Committee Update: Chair: Kathryn**

There is a meeting on July 27. Kathryn Grant explained some of the details of the upcoming Readers Night Out event and there was a discussion about how best to publicize it and the details needing to be finalized.

**4. Advocacy Committee Update: Chair: Amy**

Amy Boyle Geisel spoke about the need for advocacy and fundraising as well as crafting the messaging to be used when in those conversations.

**5. Board Comments**

There was a discussion about how the library's strategic plan and the PALS Plus strategic plan fit together. There was also a suggestion raised about creating some sort of reservation-based space where people who are working from the library and need to make a conference call or attend a video meeting could go for privacy and to ensure they do not disturb other patrons.

**6. Director Comments**

- The library opened at noon today because of a repair to the sprinkler system.
- The Library Director raised the issue of the opening of the community rooms and longer hours and asked for the Board to provide guidance about their wishes in light of the Delta variant of Covid that is spreading currently. The Board discussed both issues as well as if all programming would be stopped in the community rooms or just non-library programming. The Board decided that at this time the community rooms would remain closed to non-library programming but that staff could use the rooms for their own programming. In addition, a motion to change the hours of operation of the library to Monday-Thursday 10-8, Friday 10-5, and Saturday 10-4 as of September 7 and for the remainder of the year, was made by Amy Boyle Geisel. It was seconded by Linda Schaefer and passed unanimously.
- The Library Director asked the Board to authorize Quick Books Training for the Book-keeper, Administrative Assistant, and himself, not to exceed \$1,000.00 in cost. A motion was made by Linda Schaefer; seconded by Lauren Maguire, and passed unanimously.

**7. Public Session**

Amy Boyle Geisel made a motion to enter public session. It was seconded by Ed Thomas and passed unanimously. Wendy Sandford welcomed Jennifer and Fatima to the Board and thanked Anne Siebecker and Susan Rakosi Rosenbloom for their service. There was a discussion about the programs put on by the library's art intern and the Community Reads program. Jennifer Hsu discussed donating the Green Team's Trex bench to the library; the Board welcomes the donation. Amy Boyle Geisel made a motion to close the public session. Linda Schaefer seconded it and it passed unanimously.

## **Adjournment**

The next regular meeting of the Board of Trustees will be Monday, August 23, 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 Linda Schaefer. There being no objections, the meeting was adjourned at 9:18PM.

Respectfully submitted,  
MaryEllen D'Elia  
08/02/2021