

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
September 12, 2022
Minutes

Attendance: Amanda Beth McCormick Gillman, Amy Boyle Geisel, Jessica Einreinhof, Linda Schaefer, Jennifer Hsu, Lauren Maguire, Cathie Studwell, Interim Co-Directors Heather Caldwell, Wendy Sandford, and MaryEllen D'Elia, and four members of the public. Trustee Kathryn Grant was absent.

The meeting was called to order at 7:08PM by 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

- Approval of annexed Minutes of open session of the August 11, 2022 Board Meeting (2 pgs)
- Directors' Report (3 pgs)
- Adult Services Report (2 pgs)
- Youth Services Report (2 pgs)
- Tech Services/STEM Report
- Financial Report

A motion was made by Jessica Einreinhof to approve the consent agenda. It was seconded by Jennifer Hsu and passed unanimously with Lauren Maguire and Jessica Einreinhof abstaining from voting on the minutes.

Regular Agenda

- Board Comments
Amy Boyle Geisel commented on the increase in numbers for both circulation and door count from the reports. She also asked about the requirements for Special Events permits.

Jennifer Hsu appreciated the work that staff have been doing on Staff Picks published to Facebook. She also informed the Board about the Green Team's new pollinator garden that will be installed near the staff parking area and talks about potential follow-up programs in collaboration with the library.

Linda Schaefer spoke about the Fish & Chips fundraiser; Scott Heck, Borough Manager, stated that the Borough would donate approximately 300 reusable shopping bags for Fish & Chips carry out and the book sale.

Jessica Einreinhof applauded the increase in attendance numbers and requested more teen programs and programs tailored to teen boys, specifically.

- Interim Co-Directors' Comments
Heather Caldwell reported on on-going tech support issues with PALS Plus.

MaryEllen D'Elia reported on the status of the job postings for the Director's position.
- Friend's Report
Heather Caldwell informed the Board that the co-President of the Friends resigned for personal reasons. She gave an update on Cabaret Night, the book sale, possible museum ticket program purchases, and the consideration of buying a poster printer for the staff. A request from the Trustees to the Friends was made to add evening hours for the sorting of books prior to the book sale.
- Old Business – There is nothing to discuss.

New Business

- Annual Membership Mailing, including the ballot is due to be mailed by November 4:
MaryEllen D'Elia will make up the ballot and letter and give it to Amanda for approval by the Board at the October meeting.
- Send Aleksandra Brittain to YSLA Conference in Baltimore in November, permission to possibly spend over the director's limit. Conference costs \$375.00; we will also have to cover mileage. Aleks thinks she can use points to cover a hotel.:
There was a discussion about the benefits of the conference and the associate costs. Amy Boyle Geisel made a motion to approve a budget of \$1,200.00 for the conference and related expenses. It was seconded by Cathie Studwell and passed unanimously.
- Job Posting – should we post at Rutgers School of Communication and Information Job Board (free):
There was a discussion about posting the Director's job at various additional websites. MaryEllen D'Elia will post the job on any of the discussed sites that are free and will consult with the search committee about sites that carry a cost to post.
- NJLA Enhanced Institutional Membership vs Institutional Membership
There was a discussion about the benefits of Institutional and Enhanced Institutional Membership for NJLA. Amy Boyle Geisel made a motion to approve the obtaining of and Enhanced Institutional Membership for the library. It was seconded by Jennifer Hsu and passed unanimously.
- Update about NJ Library Construction Bond Act
Updates were given about the status of the Bond Act, including an additional update from the Borough about additionally required paperwork that is in the process of being submitted.
- Discuss By-Laws and Policy Manual concerning who needs to be bonded:
After a discussion of the Borough's recognition of the Director as the Treasurer and the accompanying Bond, Amy Boyle Geisel made a motion to amend the existing resolution

passed during the July 21, 2022 meeting to recognize Heather Caldwell as the Treasurer and Fiduciary among the Interim Co-Directors. It was seconded by Linda Schaefer and passed unanimously. The Trustees and Interim Co-Directors discussed changes to the By-Laws to be made that address discrepancies between Trustee Officer duties and staff duties. A By-laws and Policy Committee, consisting of Lauren Maguire, Jennifer Hsu, and MaryEllen D'Elia, was formed to work up draft language to be presented at the October meeting to address these changes.

- Interview any members of the public in attendance that are interested in joining the board:
3 members of the public, Wendy Leine, Fiona Rose, and Yvonne Eccles, expressed interest in and were interviewed by the Board for the open Trustee position. The prospective Trustees also had an opportunity to ask questions about the position and duties.

Open Public Session At 8:55PM, Public Session was opened without objection. There being no business to discuss, at 8:56PM Public Session was closed without objection.

At 8:57PM, a motion was made by Jennifer Hsu to move into Executive Session. It was seconded by Amy Boyle Geisel and passed unanimously.

Executive Session

At 9:55PM the meeting returned into Open Session. Amy Boyle Geisel made a motion to approve all business as moved in Executive Session in Open Session. It was seconded by Lauren Maguire and passed unanimously.

Adjournment_- The next regular meeting of the Library Assoc. of Ringwood Inc. is October 3 at 7:00 pm at the library.

There being no further business, at 9:59PM, a motion to adjourn was made by Amy Boyle Geisel. It was seconded by Lauren Maguire and passed unanimously.

Respectfully submitted,

MaryEllen D'Elia
Interim Co-Director
Administrative Assistant
9/16/2022