

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
In Person/Zoom - Covid19 State of Emergency
September 27, 2021 - 7:30 pm
Final Minutes

The meeting was called to order by President Amanda Beth McCormick Gillman at 7:34 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.

This meeting is being recorded.

In attendance: Amanda Beth McCormick Gillman, Amy Boyle Geisel, Kathryn Grant, Linda Schaefer, Lauren Maguire, Jessica Einreinhof (arrived after consent agenda), Jennifer Hsu, Fatima Majid, Library Director Dan Parker, and three members of the public: Matthew Geisel, Wendy Sandford, and MaryEllen D'Elia. Ed Thomas was absent.

Consent Agenda

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

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 with the exception of Jessica Einreinhof who was not present for the vote.

Regular Agenda

1. Friends Update

Matthew Geisel was asked to present his Eagle Scout project proposal. He spoke about his membership in Boy Scout Troop 76 in Ringwood. He is seeking \$600.00 from the Friends in order to build an outdoor children's area consisting of 6 wooden Adirondack chairs, mulched paths, and garden beds and an outdoor picnic area consisting of 3 picnic tables with benches. The funds would cover the cost of wood, paint, and food for the volunteers on 2 workdays to build the project, October 24 and October 30. The Borough will need to sign off on the site plan and Dan Parker will submit it to the Borough for review. Linda Schaefer made a motion to pre-approve the Friends to spend \$800.00 towards Matthew Geisel's Eagle Scout Project. It was seconded by Lauren Maguire and passed with 7 affirmative votes and Amy Boyle Geisel abstaining.

There was a discussion about the Fish and Chips truck and book sale events including logistics, volunteers, advertising, supplies, and ticket sales.

The next meeting of the Friends of the Library will be September 29, 2021.

2. Fundraising Committee Update: Chair: Kathryn

Kathryn gave an update. The committee set up a table at the Farmer's Market to sell apparel and connect with Community Members. A mannequin has been set up in the Library reading room to showcase the new Friend's apparel items and to encourage sales during the Book Sale.

3. Advocacy Committee Update: Chair: Amy

Amy Boyle Geisel spoke about the Book Sale and Fish and Chips events being an opportunity for Board Members to recruit new members and reach out to the community as well as other opportunities at community events.

4. Board Maintenance Committee

The question was raised about if the Board Maintenance Committee tasks should be done by the Executive Committee. The point was raised that as elections are coming the committee will be needed.

5. Public Correspondence

There was nothing to report.

6. Board Comments

Amy Boyle Geisel commended the Adult Services Report for pruning and updating the collection. Jennifer Hsu shared that there would be a ceremony to acknowledge and present the TREX bench and the opening of the trail behind the library with Tom Conway on Saturday, October 16 at 11:00AM.

7. Director Comments

- Dan Parker is asking the Board to approve \$627.70 for a new carpet runner from the front door to the circulation desk. A motion to grant permission for the Director to spend \$627.70 for the new runner was made by Amy Boyle Geisel. It was seconded by Linda Schaefer and passed unanimously.
- Dan Parker asked the Board to authorize an annual appeal mailing and refrain from fundraising at the end of the year so that the focus is solely on the appeal. Amy Boyle Geisel made a motion to approve the creation of an annual appeal mailing and to authorize the funding to produce the mailer and cost of postage. Amanda Beth McCormick Gillman seconded it and it passed unanimously.
- Dan Parker asked the Board to approve the roll-over of unused staff vacation time from 2020 and 2021 to be used by the end of 2022. A discussion ensued and was tabled until after the Executive Session.
- Dan Parker made a recommendation to the Executive Committee to move the Annual Meeting from Monday to Friday this year to allow the meeting to be held upstairs in the Library which would allow for more space for attendance. The Executive Committee will meet in October to consider the matter.

8. OLD Business:

- **NJ Construction Bond:** Anticipated arrival date of the compressor is December 10.

- **Covid Update:** People are asking about why they cannot hold their events in the meeting rooms but library events can be held. Strategies to respond to these inquiries were discussed.

9. New Business:

- **Surplus Furniture:** Amy Boyle Geisel moves to authorize the Director to release the surplus furniture and equipment to the Borough for disposal. It was seconded by Linda Schaefer and passed unanimously.
- **Janet Crane Employment:** Dan Parker made a recommendation that Janet Crane's employment under the 6 month probationary period be brought to an end that she be considered a regular, part-time employee. A motion to approve was made by Linda Schaefer. It was seconded by Lauren Maguire and the vote was unanimous.

10. Public Session

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

11. Executive Session

Amy Boyle Geisel moved to open the Executive Session. Linda Schaefer seconded it and the vote was unanimous.

12. Return to Open Session

Amy Boyle Geisel moved to return to open session. Linda Schaefer seconded it and it passed with no objection.

There was a discussion about rolling over 2020 and 2021 unused vacation time. Amy moved to authorize Dan Parker to roll-over unused vacation days from 2020 into 2022, to be used or lost by December 31, 2022. Linda Schaefer seconded it. The vote passed with 6 for, 1 against, and 1 abstained. Amy Boyle Geisel moved to authorize Dan Parker to roll-over the 2021 unused vacation days into 2022, to be used or lost by December 31, 2022. Jennifer Hsu seconded it and it passed unanimously.

Adjournment

There being no further business, Amy Boyle Geisel made a motion to adjourn. Linda Schaefer seconded it and it passed unanimously.

The next regular meeting of the Board of Trustees will be Monday, October 25, 2021 at 7:30pm and will be held in person in the Library and via Zoom.

The meeting was adjourned at 10:05PM.

Respectfully submitted,
MaryEllen D'Elia
09/30/2021