

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
November 14, 2022 7 pm
In Person and via Zoom
Minutes

Attendance: Amy Boyle Geisel, Lauren Maguire, Jessica Einreinhof, Kathryn Grant, Jennifer Hsu, Linda Schaefer, Cathie Studwell, Co-Directors Wendy Sandford, Heather Caldwell, and MaryEllen D'Elia, and 6 members of the public. Trustee Hina Mehta was absent.

At 7:02PM, President Amy Boyle Geisel called the meeting to order and 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.

Open Public Session 1 – Consent Agenda

A motion to move into Open Public Session was made by Kathryn Grant and seconded by Jennifer Hsu. It passed unanimously.

Robin Canetti asked about a response to the issues she raised at the November 2 meeting.

Amy Boyle Geisel addressed Ms. Canetti. She cited Roberts' Rules page 95, item 30 where the authority to restrict speaking time but also specified that if there was availability, more time would be granted. She also said that as acting President, Roberts' Rules allows for the invitation of non-trustees into an Executive Session and that she was acting in that authority when she invited the Borough Manager into the session.

A chat message was received from Leona Kumagai asking about the residency requirement to join the Association. Amy Boyle Geisel explained that the Association uses the legal definition of full-time residency when determining who is eligible to join the Association.

Cheryl Fuchs asked why her residency was questioned and where the information came from to raise the question. MaryEllen D'Elia explained that in responding to the recent OPRA requests documentation was provided by a staff member that included a statement by a person called Cheryl Fuchs and stated that this person no longer lived in Ringwood. Upon review our attorney determined that the documentation was not subject to OPRA but since she was in possession of the knowledge of that statement along with a recent application to join the Association Ms. D'Elia reached out to Ms. Fuchs to determine her residency and if she met the requirements to join the Association. This statement was disputed by Ms. Fuchs.

A motion was made by Linda Schaefer to close the open session. It was seconded by Kathryn Grant and passed unanimously.

Consent Agenda +

- Approval of annexed Minutes of open session of the October 3, 2022 Board Meeting
- Directors' Report October 4-October 26
- Adult Services Report September
- Youth Services Reports for August and September
- Financial Report September

A motion was made by Linda Schaefer to approve the Consent Agenda. It was seconded by Lauren Maguire and passed unanimously.

Regular Agenda

- **Board Comments**

Amy Boyle Geisel reported that the Borough had received the full payment for the HVAC grant from the NJ State Library. No additional compensation to offset additional costs was received.

- **Directors Comments**

The three Co-Directors updated the Board on various topics including the basement HVAC system, OPRA requests, Fire Inspection, hiring status of Library Assistant, Tech Support work, Veteran's Salute event, and the submission of a grant application for NJ Maker's Day to fund the TREPS program.

- **Treasurer's Report**

Jessica Einreinhof reported that the Finance Committee met with the Co-Directors and approved the 2023 draft budget that was submitted to the Borough. She also spoke about the need for fundraising and alternate funding sources as 2023 is expected to be a budget challenge.

- **Friend's Report**

Heather Caldwell reported about the success of the Fish & Chips and Book Sale events. The next meeting of the Friends will be January 19 in the library and via Zoom.

- **Old Business**

- **Recommendation by Nominating Committee for revised slate of 2 candidates for election at the Annual Meeting in December**

Jennifer Hsu, on behalf of the Nominating Committee (Jennifer Hsu, Jessica Einreinhof, Wendy Leine), nominated the slate of Cathie Studwell and Hina Mehta for the Annual Meeting Election on December 5.

Amy Boyle Geisel made a motion to accept the nomination of Hina Mehta as an addition to the previously approved slate. It was seconded by Kathryn Grant and passed unanimously.

- **Approval of revised meeting notice to be sent to all Library Association Members and posted.**

Two changes were needed in the revised Annual Meeting Notice that will be sent to the membership: Correction of the term length from 2 years to 3 years and addition of Hina Mehta to the slate with a correction of 1 Trustee up for election to 2 Trustees. MaryEllen D'Elia will make the corrections and mail out the revised meeting documents ASAP. A motion was made by Cathie Studwell to accept the proposed revisions to the notice and letter. It was seconded by Jennifer Hsu and passed unanimously.

- **Verification of minutes and actions from the October 3, 2022 meeting.**

There was a discrepancy between the official meeting notice and what was posted on the library's events calendar. In order to avoid any question of the actions of the board, Trustees re-voted on each action from that meeting. Amy Boyle Geisel read the minutes from October 2, 2022 and the following votes were taken:

- A motion to accept the Consent Agenda was made by Lauren Maguire. It was seconded by Cathie Studwell and passed unanimously.
- A motion was made by Linda Schaefer to approve the purchase of Liberty Science Center passes by the Friends of the Library. It was seconded by Lauren Maguire and passed unanimously.

- A motion was made to go into Executive Session by Kathryn Grant. It was seconded by Cathie Studwell and passed unanimously.
- A motion was made to authorize MaryEllen D'Elia to file the NJ Annual Report on behalf of the Library Association of Ringwood, Inc. and to list herself as the Agent of Record. It was seconded by Cathie Studwell and passed unanimously.
- A motion was made to accept both contracts for Tech Support between the Library Association of Ringwood, Inc. and EC-Comptech, LLC by Jennifer Hsu. It was seconded by Lauren Maguire and passed unanimously.
- A motion was made by Cathie Studwell to follow the NJ Minimum Wage Standard for all covered employees. It was seconded by Lauren Maguire and passed unanimously.
- A motion was made by Cathie Studwell to accept the January 9, 2023 and December 11, 2023 meeting dates. It was passed by Kathryn Grant and passed unanimously.
- A motion was made to accept the slate of Cathie Studwell put forth by the Nominating Committee by Linda Schaefer. It was seconded by Jennifer Hsu and passed unanimously with Cathie Studwell abstaining.

Open Public Session 2

A motion was made to bring the meeting into Open Public Session by Jennifer Hsu. It was passed by Linda Schaefer and passed unanimously.

Amanda Beth McCormick Gillman asked about the status of the 9th seat on the Board of Trustees and what the plan was to fill the vacancy as well as the status of the Director's position. Amy Boyle Geisel confirmed that the seat remained open and that whoever was taking the role as President after the January Reorganization Meeting would recruit and fill that seat. Ms. Geisel also reported that there were several candidates who had submitted their resumes and the Hiring Committee would be reorganized after the January meeting.

A motion was made to close the Open Public Session by Linda Schaefer. It was seconded by Jennifer Hsu and passed unanimously.

Executive Session

A motion was made by Linda Schaefer to move into Executive Session, It was seconded by Cathie Studwell and passed unanimously.

A motion was made by Kathryn Grant to move back into Open Session. It was seconded by Jennifer Hsu and passed unanimously.

A motion was made by Jennifer Hsu to approve all items that were acted on in Executive Session in Open Session. It was approved by Linda Schaefer and passed unanimously.

New Business

- **Approval of Friend's Allocation of \$600.00 for staff Holiday Luncheon and early closure on December 9, 2022 at noon.**

A motion was made by Jennifer Hsu to approve the funding by the Friends of up to \$600.00 for a staff holiday luncheon and closure at noon on December 9 for the luncheon. It was seconded by Amy Boyle Geisel and passed unanimously with Kathryn Grant abstaining.

- **Approval of Friend's Allocation of up to \$6,000.00 for poster printer and supplies**

There was a discussion of the needs, costs, supplies, charges, and benefits of the purchase. Amy Boyle Geisel made a motion to the purchase of the poster printer and supplies with a cap of \$6,000.00 in total for all associated items. It was seconded by Jennifer Hsu and passed unanimously.

- **Approval of 2023 Holiday Closure Schedule**

A motion was made by Amy Boyle Geisel to approve the proposed 2023 Holiday Closure Schedule. It was seconded by Jennifer Hsu and passed unanimously.

- **Annual Meeting volunteer needs and assignments**

There was a discussion about the number of volunteers that would be needed for the annual meeting. Trustees were encouraged to recruit volunteers to help that night.

- **2023 Strategic Plan process** (tabled to January meeting)

- **Approval of upgrade from Mailchimp's free package to the Standard Plan at \$59.00 a month (\$708.00).**

A motion was made by Amy Boyle Geisel to approve the \$59.00 per month expenditure for Mail Chimp. It was seconded by Lauren Maguire and passed unanimously.

- **Approval of payment of \$530.00 to Rainbow Printing for a print run of 1,000 library cards.**

A motion was made by Amy Boyle Geisel to approve the expense to print new library cards. It was seconded by Lauren Maguire and passed unanimously.

Adjournment

The Annual Membership Meeting of the Library Association of Ringwood, Inc. is December 5, 2022 at 7:00 PM in the Ryerson School Cafeteria, located at 130 Valley Road, Ringwood, NJ. There will be no Zoom option for this meeting and all votes cast by members in good standing of the Association must be cast in person.

The next regular meeting of the Library Association of Ringwood, Inc. is January 9, 2023 at 7:00 pm at the Ringwood Public Library.

A motion was made by Amy Boyle Geisel to adjourn the meeting. It was seconded by Linda Schaefer and passed unanimously. The meeting was adjourned at 10:20 PM.

Respectfully submitted,
MaryEllen D'Elia
11/22/2022