

Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
January 22, 2024
Open Session Agenda
Reorganization Meeting

Call to Order

Statement of Meeting Notice

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.

Swearing in of new Trustees: Regina Ledgerwood and Leona Kumagai

Selection of Board Officers for 2024

Setting 2024 Meeting Calendar

Open Public Session 1 – Consent Agenda

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Please use the time in this session for questions about any items in the Consent Agenda prior to their passage. There will be a second public session for any non-Consent Agenda items.

Consent Agenda +

- Directors' Report Jan 24
- Assistant Director's Report 11/10/2023-1/12/2024
- Approval of annexed Minutes of open session of the November 20, 2023 Board Meeting

+ = Consent items are non-controversial items or routine items that are discussed at every meeting. Anyone who wants to discuss an item should move the item off the Consent Agenda after the Chair inquires. The Consent Agenda is adopted with a motion, second and vote. Items removed from the Consent Agenda can be discussed separately.

Regular Agenda

- Board Comments
- Finance Report
 - Review of surplus funds from FY 2023 and Capital Reserve Transfer
 - Review of 1/11-12/31/2023 transactions list and P&L; Dec 2023 Financial Presentation; FY 2023 P&L v. Budget; and FY 2023 year end Balance Sheet
- Directors Comments⁷
- Friend's Report

- Old Business
 - Strategic Plan update: Meetings scheduled for 1/25 and 2/7
 - Accounting project update
 - Creation of a Capital Reserve Policy Committee
 - Foundation update
 - Annual Appeal Update
 - Postage
 - Property coverage needs discussion
 - Approval of purchase of 3 PCs and 1 laptop to replace older staff and patron computers at a cost of \$2,943.93 using 2023 budget funding.

New Business

- Appointment of Wendy Sandford as the PALS Plus voting member and MaryEllen D'Elia as the alternate.
- Approval of library closure on Wednesday, March 27, for staff development and movement of the YA and media collections and some furniture on the floor.
- Reminder to Trustees about their training hours requirement
- Insurance renewals and issues
- Payroll issues from 1/1/2024
- Surplus items list for Borough Council approval
 - Approval to have the Borough Council declare surplus and auction: 1 set of wall shelves, approximately 50 metal magazine holders, 1 set of 4 study carrels, 2 sets of wood drawer files, medical privacy screens, and 4 radiator style electric space heaters.
- 2024 board projects

Open Public Session 2

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Executive Session There will be an executive session at this meeting.

Adjournment

Wendy Sandford, Director's Report
Ringwood Public Library
November 12, 2023 – January 12, 2024

Happy 63rd Anniversary to the Ringwood Public Library on November 18th!!
Balloons and signage reminded patrons when they entered the library. November 18, 1960 was the official opening day of the brand new Ringwood Public Library, housed on the top floor of the Municipal Building...

I attended my final PALS Plus Policy Committee meeting November 21st. I did not re-join for 2024 as I was finding it difficult to make adequate time for the monthly meetings and the assignments they gave every month.

Other meetings and events attended:

November 15, RPL Executive Board meeting via ZOOM

November 17, Musical Fun for Families

November 18, YA Movie Morning (no attendees)

November 21, Staff Meeting

November 27-December 1, vacation week

December 2, Carlos Pavan Concert (Grant finale)

December 6, Met with Tomorrow People and Montclair State University archivists

December 8, closed early for Holiday Luncheon

December 11, Library Association Annual Meeting

December 12, Staff Meeting

December 13-15, vacation days off

December 26, assisted with Teen Book Buffet

January 9, Programming staff meeting

January 12, delivered Mitten Tree items to CFR

November we hosted the Girl Scouts Food Drive boxes in the lobby. The bins looked very full to me at donation's end!

November/December The Knights of Pythias coat drive was hosted in the lobby as well. They came often to empty the bin as it filled up to the top every week!

December saw the library's eighth annual Mitten Tree. New, handmade, and gently used gloves, hats, scarves and socks were put on the tree and into the

overflow bin. All told, there was just short of 250 items that I dropped off to the grateful Center for Family Resources!!

There were a few incidents in November and early December involving a young man who stayed in the library from opening until closing. It has been almost a month and a half that he has not returned to the library.

I participated in the following webinars:

NJLA Per Capita State Aid and the Annual Survey November 6

NJLA Director's Summit November 15

LLNJ Leading Lean Libraries November 28

MEL Safety Training: Risk Management December 4

NJLA Genealogy Sources January 10

The Borough DPW helped prepare our library for the upcoming winter with visits to powerwash and clean our gutters. The day after the December 19 snowstorm, our lot and walkway was cleared but we needed another pass through to alleviate the ice on the parking lot that accumulated from the slushy snow. Meanwhile inside the library before we opened, the staff discovered a raccoon roaming our Large Print book area. At the same time that Animal Control arrived to help, the raccoon exited out our back door. The library was inspected and cleaned and the Borough was quick to determine the area of breach and to work on repairing it.

The 2023 PCCHC World Music Grant concert with Argentine guitarist Carlos Pavan was presented on Saturday, December 2nd. Just under 35 people attended and enjoyed his compositions and the stories behind each piece he played. The final report for the Grant was submitted on December 15th. I signed and submitted the acceptance form for the 2024 PCCHC World Music Grant and on December 12th, we received notification that the Grant Agreement was finalized. So besides our "regular" Irish concert in March, MaryEllen and I have some exciting and interesting thoughts as to other world music educational and musical concerts.

Other Grant updates:

New Jersey Humanities Council \$500 grant, to be used to purchase books on the subject of women's suffrage and equal rights. Deadline February.

American Library Association \$3,000 Community Conversations grant, we will be hosting a literacy-based program. Deadline June.

Prepared Annual Appeal letter and sent it to the printer. It is being held up for investigating the current Bulk Mailing procedure.

Strategic Planning meetings will resume this week and early February. A written draft will follow soon after. The goal is a final edition and distribution by April.

The torrid rainstorm on the evening of January 9 produced plumbing issues that were severe enough to warrant closing the library until they were fixed. DPW were here early on January 10 and the issue was resolved and cleaned up. The library reopened at 11:00am on Wednesday. There have been rain storms since so we have monitored the plumbing system every day but there has not been any rise to the water levels at all.

The new year ushered in the arrival of a new database to explore at the Ringwood Public Library: Ancestry.Com Library Edition! This database is only available to our patrons who come in to use it on our patron computers. I plan to have a major announcement in the next newsletter. I plan to have handouts and classes held in support of the database soon.

End of year statistics have been gathered and before I work them into an Annual Report, I will highlight many here:

Information requests: 5,362
New Borrower Registrations: 383
TOTAL Collection Count: 47,918
Count of Active Users: 5,125
Notary sessions: 302
Door Count: 63,057
Circulation: 60,668
Transits Delivery total packages sent: 5,822
Total Number of Adult Programs: 252
Total Attendance at Adult Programs: 1,788
Total Number of Juvenile Programs: 165
Total Attendance at Juvenile Programs: 4,808
Total Number of YA/New Adult Programs: 80
Total Attendance at YA/New Adult Programs: 386
Total Attendance at STEM Programs: 1,690

Meeting Room usage: 7 sessions\ 84 attendance
Total Number of Posters Printed for Patrons: 146
Website Page Views: 32,869
Newsletter Delliveries: 50,031 Opens: 39,506
Facebook Page Reaches: 60,352
Libby E-Checkouts: 9,658
Hoopla Checkouts: 7,274 Hoopla cost: \$17,665.70

Respectfully submitted

Wendy Sandford
Library Director

Assistant Director's Report by MaryEllen D'Elia

11/11/2023-1/12/2023

Grants –In-development or In-process (bold means awarded):

LLNJ Training Grant (\$500.00, rolling deadline)

Passaic County Cultural and Humanities Commission Grant (received for 2024: \$3,000.00 plus \$1,500.00 match)

NJ Humanities Council Grant (\$500.00 to be spent on books about women's suffrage and women's history)

ALA Libraries Transforming Communities Small and Rural Libraries Grant: Community Conversations (\$3,000.00)

Stephen T. Reidner Grant for Life Enhancing Library Programs for People Living with Dementia (ALA, \$2,500.00, due Feb 23, 2024)

Dollar General Literacy Grants: Youth Literacy and Adult, Family, and Summer Reading

Tabled:

Thinking Money for Kids

Deliverables from last meeting:

Strategic Plan meetings scheduled for January 25 and February 7

Outreach to grantors about grant disposition has been initiated.

Other

- 11/8 Attended (virtual) Northeast Summit on Climate Change Adaptation for Library Facilities
- 11/12 Staff Meeting
- 11/14 Attended (virtual) Cornell Botanic Gardens: verdant Views Webinar
- 11/15 Volunteered for State Library's Library State Aid and Network Regulations working groups (virtual commitment)
- 11/17 Musical Fun for Families program 24 kids and 27 adults; Pokemon Club 26 kids, 10 adults
- 11/20 NIOSH/OSHA survey complete
- 11/20 meeting with Foundation regarding grants
- 11/22 NJ Annual Report filed
- 11/30 \$10,000.00 grant repayment rec'd from Foundation
- 12/4 Benevity Causes recertification completed
- 12/4 WC Insurance renewal rec'd, \$400.00 decrease from 2023, effective 1/1/2024
- 12/5 Borough Safety Committee Meeting
- 12/5 emails with Michael Cerrone
- 12/5 letter to NJ EDA and accompanying check prepared signed and sent 12/12 Borough and Foundation notified
- 12/6 Meeting with Ramapough, Tomorrow People, Montclair State, and Wendy
- 12/7 Skill Sharing Conversation Webinar: Building a Book Challenge Toolkit
- 12/7 \$150.00 and \$500.00 repayments rec'd from Foundation
- 12/7 Unhoused patron: spoke to this young man briefly to get acquainted and pass along some resources that he may benefit from.
- 12/13 met with Susan Croce re: Balance Sheet questions, year end adjustments, grant and restricted donation carry-over accounting procedure, and next steps for 2024. We will have a quarterly meeting with her to go over any questions and also so that she can review our accounting and point out discrepancies that concern her. We also talked about taxes and our relationship with our current accountant.
- 12/21 Winter Sowing program: 14 people attended; 6 take-home kits went out
- 12/26 Teen Book Buffet; very well received
- Week between Christmas and New Years was very hard to staff – vacation and many staff out sick left us at times with less than 2 people in the building and scrambling for coverage; new time-off expectations, especially for keyholders will be developed and communicated to staff
- 1/02 Payroll was not received by payroll company so employees were not paid. I called it in and the payroll company pushed it through so that paychecks were initiated by them that afternoon. Some employees saw it in their accounts that afternoon and some had to wait until the next day when the bank posted the transactions. We offered to make emergency checks available, rebate any overdraft fees, or write apology letters to vendors for staff but no one requested we do so.

Assistant Director's Report by MaryEllen D'Elia

11/11/2023-1/12/2023

- 1/2 Spoke with Sylvester Cruz @ NJ Humanities re: book club grant disposition. We are to buy \$500.00 of subject-related books and materials which we will report back to them about.
- 1/3 Spoke with Kaileen McGourty @ ALA re: Community Conversations Grant disposition. We are to hold a program that meets the grant requirements by June 2024.
- 1/8 Went through the health plan recertification with our broker. Was informed that because we only have one employee on our Dental Plan the plan is being closed. Broker is not aware of any single payer dental coverage policy that we could replace this with. There is no COBRA entitlement for the employee.
- 1/8 Trep\$ Program announced in newsletter. I will lead this program this year. Opens for registration on 2/15.
- 1/9-1/10 Building needed to be closed early and opened late because the water table was high enough that it pushed water through the septic system and up through our basement floor drains. DPW was alerted and we were advised by the Borough to close until the water level fell. In the morning staff were advised to stay home while Wendy and I opened the library. DPW cleaned and sanitized the floors. We verified that all lower toilets and sinks were operational with no issues and then reopened at 11. No water in workroom. Water in electrical room – will be addressed by caulking the caps on the pvc channels where the water is coming in. This is a dripping situation that does not endanger any electrical or other equipment. It needs to be addressed but not on an emergency basis.
- 1/9 Programming meeting with staff.
- 1/10 sent out fundraising letter for Trep\$ program requesting sponsorship funds from local businesses.
- 1/10 Fire re-inspection; library passed we are waiting on the Borough to pay the sprinkler test vendor before they will issue the report and the inspection report will be reissued.
- 1/11 WC Premium Audit complete.
- 1/11 Spoke to Borough about water concerns inside and outside the building and items we will ask Council to declare as surplus at 1/23 meeting pending board approval at 1/22 meeting

Respectfully submitted,
MaryEllen D'Elia