

Library Association of Ringwood, Inc.
Ringwood Public Library (“RPL”)
Board of Trustees Meeting
Remote/Zoom – Covid19 State of Emergency
February 22, 2021 7:30PM
Minutes

The meeting was called to order at 7:38PM by President 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.

By Executive Order 103 dated 3/9/20 of his Honor Phillip Murphy, the Governor of the State of New Jersey (“Governor Murphy”) a Public Health Emergency and State of Emergency was declared in New Jersey due to the Covid19 virus pandemic. In recognition of the State of Emergency and after consultation with the Ringwood Borough Council, Ringwood Borough Manager and Health Dept., the Ringwood Public Library was closed to the public at 5pm, March 13, 2020. By Executive Order 153 d.6/9/20 Governor Murphy rescinded certain portions of Ex. Order 107. By Admin. Order 2020-15 dated 6/13/20 of Col. Patrick J. Callahan, the Director of Emergency Management, public libraries in NJ were permitted to provide materials to patrons via curbside service effective 6/15/20. The 10 page Reopening Plan for the RPL was approved on 6/15/20 and the Borough Health Dept. and Manager authorized lobby service pursuant to that Plan to commence on June 22, 2020. By Ex. Order 157, Gov. Murphy authorized public libraries to reopen with limited capacity, physical distancing, masks and other safety protocols. By Ex. Order 171 d.8/1/20, Gov. Murphy extended the Public Health Emergency and State of Emergency in NJ created by Ex. Order 103 without end date. Executive Order 191 dated October 24, 2020 renewed the Governor’s declaration of a Public Health Emergency and all of the prior restrictions enacted and currently active as a result of the Emergency. Executive Order 200 dated November 20, 2020 renewed the Governor’s declaration of a Public Health Emergency and all of the prior restrictions enacted and currently active as a result of the Emergency. Ringwood Public Library has reopened to the public with restrictions in accordance with the Reopening Plan, Phase 1.

This meeting is in accordance with P.L. 2020, Ch.11, approved 3/20/20, Assembly, No.3850; known as the Emergency Amendment to the Open Public Meetings Act. Members of the Public are welcome to attend via the Ringwood Public Library Zoom account via registration with the Library Director via Event Keeper at www.ringwoodlibrary.org. Members of the public are welcome to submit comments or questions regarding this Meeting via publiccomment@ringwoodlibrary.org. The meeting was held via Zoom and recorded. The Library building is closed to the public because of a staff member testing positive and an increase in community spread in Ringwood. As such some library staff are attending from the library building with the remainder attending from home. All attendees are participating via Zoom. In attendance were Amy Boyle Geisel, Susan Rakosi Rosenbloom, Amanda Beth McCormick Gillman, Edward Thomas, Kathryn Grant, Anne Siebecker, Linda Schaefer, Jessica Einreinhof, Lauren Maguire, Dan Parker, and 4 members of the public (Wendy Sandford, Heather Caldwell, Aleksandra Brittain, and MaryEllen D’Elia).

The meeting is being recorded.

Consent Agenda

1. Approval of annexed Minutes of open session January 25, 2021 Board Meeting (4 pages)
2. Directors Report dated February 16, 2021 (1 Page)
3. Tech and YA Stats for January dated Feb 16, 2021
4. Report of Adult Services for Jan dated Feb 16, 2021

5. Financial Update thru Jan dated Feb 19, 2021

A request was made to amend the draft minutes from January to include a list by name of attendees. A motion was made by Anne Siebecker and seconded by Lauren Maguire to approve the consent agenda items pending the correction requested. The vote was unanimous with the exception of Linda Schaefer who abstained from the minutes because of her absence the prior month.

Regular Agenda

1. Friends:

There was no update to report.

2. Public Hearing:

There were no emails for public comment.

3. Board Comments:

Questions were asked about the status of the phone system project. A vendor has been engaged but no work has been done yet. A discussion about library cardholder metrics and strategies to increase the number of cardholders was had. Suggestions included committee work, the board members sharing the newsletter, and the use of multiple platforms (Facebook, YouTube, Twitter, Instagram, TikTok, and the library's webpage) for online programming.

4. Director Comments:

The combination of the internet being down and poor weather had the library close early today but internet has been restored as of this evening.

The HVAC system has a cracked coupling that will be replaced. The building had some seasonal water infiltration that the Borough repaired. The Borough has been a great help to the library staff this year in keeping the parking lot cleared of snow and the bridge free of ice.

There is a homeless person who has been sleeping under the overhang of the front of the building. He has not caused any problems and there have been no complaints. The Borough is aware of the situation.

Old Business

1. NJ Library Construction Bond Act (NJLCBA)

The Borough is working on the paperwork due for March 1. Investments have been liquidated and the balances transferred to a money market account.

2. RPL Closure Update

Dan recommends postponing the opening of the building to the public until after any staff members who want the vaccine are able to get it.

3. New Officers

Signers could not be established at the bank until after the minutes were approved. Now that they have been approved, Dan will be in touch with the bank and the signers to coordinate them being added to the bank accounts.

Public Session:

A motion was made by Susan Rakosi Rosenbloom to open the meeting to the public session. It was seconded by Ed Thomas and passed unanimously.

Heather Caldwell shared, as a follow-up to the discussion of social media posting, that content is being given and played on Channel 77.

Susan Rakosi Rosenbloom asked about sharing programming with other libraries. Wendy Sandford and Aleksandra Brittain both shared that programming for adults and youth services are being shared with other libraries with more plans to collaborate in the future. Wendy is serving on the PALS Plus Shared Services Committee and Aleks is serving on the PALS Plus Youth Services committee; with each committee working out the process for program sharing among other functions. A limiting factor in online programming is that kids, especially, are burned out from online school and zoom programs only have limited appeal at this point. A discussion about possible musical programming and St. Patrick's Day programming in the future was had including both idea generation and limiting factors involved.

A motion was made by Amy Boyle Geisel to come out of public session. It was seconded by Linda Schaeffer and passed unanimously.

New Business:

1. Creation of Committees

The creation of 4 Committees was recommended. They include: Board Maintenance; Fundraising; Advocacy; Executive Committee

Everyone has been asked to join at least one committee. Committees should also include non-board members. Board members are asked to get in touch with Amanda Beth McCormick Gillman before the next meeting with their committee choices.

Dan recommended setting up a slack channel for the Board that would allow the committees to meet and communicate without having to gather to meet. Amy Boyle Geisel reminded everyone that no committee should have a quorum when they meet.

At 8:54PM a motion was made by Amy Boyle Geisel to adjourn the meeting. It was seconded by Susan Rakosi Rosenbloom and passed unanimously.

The next regular meeting of the Board of Trustees will be held on March 22, 2021 at 7:30 PM via Zoom.

Respectfully submitted by MaryEllen D'Elia
February 25, 2021