

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

**The meeting was called to order at 7:36PM 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 By Executive Order 153 d.6/9/20 Governor Murphy rescinded certain portions of Ex.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](http://www.ringwoodlibrary.org). Members of the public are welcome to submit comments or questions regarding this Meeting via [publiccomment@ringwoodlibrary.org](mailto: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 Amanda Beth McCormick Gillman, Amy Boyle Geisel, Kathryn Grant, Anne Siebecker, Linda Schaefer, Jessica Einreinhof, Lauren Maguire, Dan Parker, and 3 members of the public (Wendy Sandford, Heather Caldwell, and MaryEllen D’Elia). Two Trustees, Susan Rakosi Rosenbloom and Ed Thomas, were absent from the meeting.

The meeting is being recorded.

**Consent Agenda**

1. Approval of annexed Minutes of open session February 22, 2021 Board Meeting (3 pages)
2. Directors Report dated March 12, 2021
3. Tech and YA Stats for February dated March 12, 2021
4. Report of Adult Services for February dated March 12, 2021

5. STEM/STEAM/Tech Report for February dated March 12, 2021
6. Financial Update thru February

A motion to approve the consent agenda was made by Amy Boyle Geisel and seconded by Lauren Maguire. The motion passed unanimously.

### **Regular Agenda**

**1. Friends:**

A meeting of the Friends will be happening at some point mid-April. As of now the October book sale is expected to happen.

**2. Fundraising Committee Update: Chair: Kathryn Grant**

The committee met and also met with both Eileen Manley and Lisa Petri to discuss all fundraising efforts. Possible fundraising plans were discussed including a food truck festival and an event with the fish and chips truck. In addition, the committee is looking at more visibility for the Library in the form of swag gifts to be given out with donations. Samples were shown over video.

**3. Advocacy Committee Update: Chair: Amy Boyle Geisel**

Amanda Beth McCormick Gillman appointed Amy Boyle Geisel as the committee chair. The committee met and are defining their messaging, role, and course of action. The next meeting will be on March 30 at 7PM on Zoom.

**4. Board Maintenance Committee Update: Chair:**

No meetings have occurred yet. The committee will caucus and select a few dates and coordinate scheduling by Zoom with Dan.

**5. Board Comments:**

Several items were discussed:

- A discussion of programs that were promoted by but not hosted by the library - Amy Boyle Geisel will help establish a contact between Lakeland High School and the library for programming purposes.
- The Maker Space was discussed and Board Members were invited to come into the library to see it for themselves.
- The weeding of the collection and the direction that collection development is going in the future.
- The status of overdue books coming back into the library.

**6. Director Comments:**

- Acceptance of the grant was submitted. We are awaiting next steps from the State Library.
- HVAC: Air conditioner was working today.
- New phone system: new wiring is done and we are awaiting the delivery, install, and training on the new system.
- New Children's Coordinator was hired; first day was March 16, 2021.
- Reopening: Tentative plans are to reopen toward the end of April, dependent on community infection numbers and the town approval. Dan will inform the board if the library does reopen before the next board meeting. The Board will decide closer to the next meeting if they will meet in person, via zoom, or hybrid.

**7. New Business:**

- a. The Board Maintenance Committee will pick a new chair and meet.
- b. Welcome to the new Children's Coordinator.
- c. There was a discussion about the reason for the disbursement of funds from the Board Restricted Accounts to the Borough of Ringwood. A motion was made by Amy Boyle Geisel to approve the disbursement of up to \$292,750.00 from the Board Restricted Accounts to the Borough of Ringwood for the purposes of funding the library's portion of local match requirement for the Library Construction Bond Act Grant. It was seconded by Jessica Einreinhof and passed unanimously.
- d. A discussion of the need to appoint Daniel Parker as the Primary Administrator for the Intuit and QuickBooks accounts was had. A motion to approve and appoint Daniel Parker as the Primary Administrator for the Intuit and QuickBooks accounts was made by Amy Boyle Geisel. It was seconded by Linda Schaeffer and was passed unanimously.

**8. Public Hearing**

- a. A motion was made to move to public session by Amy Boyle Geisel and Seconded by Linda Schaeffer; it passed unanimously.
- b. There were no comments from the public and no emails were received.
- c. A motion to close the public session was made by Amy Boyle Geisel and seconded by Lauren Maguire; it passed unanimously.

**9. Adjournment**

The next regular meeting of the Board of Trustees will be on April 26, 2021 at 7:30PM.

There being no further business, a motion for adjournment was made by Amy Boyle Geisel, seconded by Lauren Maguire; it passed unanimously. The meeting was adjourned at 8:31PM.

Respectfully submitted,  
MaryEllen D'Elia  
March 23, 2021