

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
Open Public Session
March 18, 2024, 7 pm

Attendees:

Amy Boyle Geisel, Jennifer Hsu, Robert McKay, Leona Kumagai, Regina Ledgerwood, Hina Mehta, Library Director Wendy Sanford and Assistant Director, MaryEllen D'Elia
Absent: Cathie Studwell and Linda Schaefer

If any members of public: NONE

Notes

- Meeting call to order at 7:07 pm
- By AG and seconded RM

President Amy Boyle Geisel called the meeting to order, 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.

Open Public Session 1 – Consent Agenda

There were no public comments.

Consent Agenda +

- Directors' Report Mar 24
- Assistant Director's Report 2/17/2024-3/8/2024
- Approval of annexed Minutes of open session of the February 26, 2024 Board Meeting

Motion Made by: Robert McKay

Seconded by: Jennifer Hsu

Passed by: All except HM

Abstained by: Hina Mehta

Regular Agenda

Board Comments:

Concert update: It was a well attended concert, approximately 40 people attended. The concert went past a few minutes as everyone was enjoying it.

Finance Report:

Jennifer Hsu reported that there are no changes in Equity since January, however Board reserves will change. Expenses are down as many of the contractual expenses are down for this month and 2023 transactions are moved back.

- Reviewed February Board Reports

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- Authorization of bills to be paid: Event calendar software which would cost \$580 per year, it needs to be budgeted for 3 years and will have to adjust the budget to accommodate the cost accordingly.
- Paper transaction report
- Transaction Bill approved

Motion by: Jennifer Hsu

Seconded by: Hina Mehta

Passed by: All attendees

Abstain: None

Directors Comments:

Concert was well attended and supported by the grant. Next one will be with Heritage - an outdoor concert.

We ranked high in PALS Plus consortium in total statistical circulating transactions with 70,075, as a 'Small Library' it is commendable, as it indicates a high relevance of our collection and high-quality service—very responsive to our community's needs.

Annual Appeal - in progress - we got all the envelopes stuffed and ready to be mailed. We have the bulk mailing license and the appeals will be mailed out soon.

The library has partnered with the Green Team on programs associated with their sustainable Jersey Grant. The first of the three programs had 37 people attend the zoom and over 100 views on YouTube since the program was uploaded.

ALA Peggy Barber Tribute Grant of \$2,500.00 was declined.

Suggestio to seek other grants, such as Costco \$250 that could be used for food, water, etc. for events.

New Artist Display - Leila Nouheid through the end of April

Friend's Report:

- Discussion of St. Patrick's Day Pre-Parade events
- Pre-Parade set up is under control with goods donation and volunteer helpers.

Old Business:

- Strategic Plan Review Committee Update - Cathie Studwell - Absent
- Accounting project update
 - Capital Reserve Policy Update - is in the works
 - Need update from Laura Ingraffea
 - Quote for audit for 2022 and 2023
- Annual Appeal Status Update - bulk mail to going out soon
- Insurance policies renewal updates - nothing for this month, it will be next month.

New Business

- Raffle License Renewal - Friends have Bingo license \$100/every 3 years - we should let

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go. Must change the Raffle Account to Venmo Account so that any library donations do not get mixed with the raffle money.

- Technical Services Policy discussion:

XXXI. Technical Assistance for Patrons was discussed and approved

Motion by: Jennifer Hsu

Seconded by: Hina Mehta

Passed by: All attendees

Abstain: None

- Approval to hire a YA Candidate - There is a candidate selected to be hired.

Motion by: Robert McKay

Seconded by: Hina Mehta

Passed by: All Attendees

Abstain: None

- Notary Policy revision

XXX. Notary Policy was approved

Motion by: Regina Ledgerwood

Seconded by: Jennifer Hsu

Passed by: All Attendees

Abstain: None

New Adult- Basic Crochet program

Facebook - correspondance

Move out of Public Session at 9:17 pm

Motion by: Robert McKay

Seconded by: Amy Boyle Geisel

Passed by: All attendees

Abstain: None

Move back into Public Session

Start of the PS Time: 9:29 pm

Motion by: Hina Mehta

Seconded by: Jennifer Hsu

Passed by: All attendees

Abstain: None

Adjournment:

Adjournment Time: 9: 32 pm

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Motion by: Jennifer Hsu
Seconded by: Leona Kumagai
Passed by: All Attendees
Abstain: None

The next meeting of the Board of Trustees of the Ringwood Public Library shall be at 7pm on Monday, April 15th in the library's meeting room.

Respectfully Submitted by
Hina Mehta

Library Association of Ringwood Inc.
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Board of Trustees Meeting
Executive Session
January 22, 2024 9:05pm

Attendance: Linda Schaefer, Amy Boyle Geisel, Jennifer Hsu, Robert McKay, Regina Ledgerwood and Leona Kumagai. Trustee Hina Mehta left the meeting prior to the Executive Session at 9:03pm. Library Director Wendy Sanford and Assistant Director MaryEllen D'Elia were in attendance at the meeting's opening and then left the meeting at 9:10pm. Director and Assistant Director returned after Executive Session was closed. **Not in attendance:** Cathie Sklenar-Studwell and Lauren Maguire, Trustees.

At 9:05pm a motion to move to the executive session was made by Bob McKay. seconded by Jennifer Hsu and passed unanimously.

Approval of November 20,2023 Executive Session Minutes: Approval was tabled due to lack of voting quorum. Approval was tabled to the February, 2024 meeting.

FY 2023 Budget Surplus Remainder and its use: Capital Reserve, Staff Salaries or Bonuses.

Director and the Assistant Director left prior to this discussion. Discussion ensued regarding the \$11,900.12 budget surplus, need for additional information consisting of: data regarding historic compensation and bonuses for staff members; NJLA compensation recommendations for Library staff; status of proposed budget (timeline for Borough Council approval or revision); and final recommendations from Director as to staff compensation merit increases and bonuses (after evaluations are completed).

Motion was made by Bob McKay to move \$11,900.12 into Capital Reserves for further determination by the Board of Trustees. Motion was seconded by Linda Schaefer and approved unanimously. Decision on utilization of monies moved into Capital Reserves was tabled to February Board meeting pending receipt by Board of the specified information (from the Director and Assistant Library Director).

At 9:58pm a motion was made by Linda Schaefer to come out of and close the Executive Session, motion was seconded by Amy Boyle Geisel and approved unanimously.

Respectfully submitted,
Amy Boyle Geisel
Acting Secretary
1/23/2024

Wendy Sandford, Director's Report
Ringwood Public Library
February 17 – March 8, 2024

I participated in the following meetings and webinars:

President's Day February 19, Library closed

Submitted PalsPlus Letter Of Agency for eRate 2024-2025, February 20

New Directors Orientation Part Two webinar, February 21

Met with Local Author Maria Sifniades to discuss her 3/9 book talk, February 21

This month's artist Dennis Kraft held a meet and greet the evening of February 22

Staff Meeting, February 27

Palace Project Training webinar, February 27

Staff evaluation session, March 5

Getting Started With Infographics webinar, March 7

Young Adult follow-up interview, March 7

Young Adult follow-up interview, March 8

Every year, the annual Per Capita State Aid report is due on March 15th. At this moment of writing, the report is finished, but I am proofreading another time or two prior to hitting the submit button well before the deadline. The staff did an excellent job of keeping monthly statistics relevant to the report in a shared file resulting in less running around gathering up year-end totals from each department.

The library now has its own bulk mail permit. The bulk mail information was passed on to the printer and the Annual Appeal letter printing is now in progress. I believe after the printing, we find volunteers to "stuff the envelopes" and then return them to the printer so he bring them to the West Milford Post Office and have them mailed. I believe the printer told me the number of 4,681 total envelopes will be distributed.

The grant proposal we submitted on February 1 for the ALA Peggy Barber Tribute Grant of \$2,500.00 was declined. Our proposal called "Digital Citizens Information Literacy Initiative" was one in 28 grant proposals received for only three grant awards. The project description items pertained to Information Literacy so we will be moving forward with much of the programming anyway as we move forward with our Strategic Plan when that is finalized.

Winky the Therapy Dog comes once a month with her human Lynne Petermann so emerging readers can read aloud to her. Before February's *Read to Winky* session, Lynne contacted Mrs. Fudge for a request. Lynne was contacted by NJ.com who were interested in doing a story about the Winky reading program at our library. They would video Lynne, and then the kids reading to Winky. We altered our advertising for registration detailing our need for parent's permission and a signed library filming form. There were seven smiling children with nine adults that evening- all agreed to sign the filming waiver form. When (or if) will the final product appear on NJ.com? We still do not know that answer...

There have been an increasing number of patrons seeking assistance with their personal devices. While many appointments with Heather are within the realm of assistance i.e. a Hoopla problem or an iPhone file folder problem. Progressively, assistance in more technical time-consuming or gadget intrusive problems have been encountered. We have developed a Technical Assistance Policy that we are seeking to be passed by the Board. Overall, a patron technical assistance policy serves to improve the overall experience for library patrons, ensuring they receive the help they need in a consistent and efficient manner while also providing guidelines for library staff to follow. A clear policy outlines what types of technical assistance patrons can expect from the library staff and sets clear expectations for both patrons and staff, reducing misunderstandings

There are 34 libraries and branches in the Pals Plus consortium and I am proud to report that in 2023, we ranked as Number 7 in total statistical circulating transactions with 70,075. What libraries had more? Wayne, Clifton/Allwood, Passaic, West Milford and Verona. We had more than even Little Falls and Cedar Grove who have a higher population total than Ringwood. With our population, we are considered a "Small Library" but our circulation indicates a high relevance of our collection and high-quality service—very responsive to our community's needs.

Misc. Programming notes:

- Very large turnout for February Film Friday: 42 in the audience for the Academy Award nominated "The Holdovers."

- Growing numbers arriving for Friday's Toddler Happy Hour each week. In February, not counting the adult's attendance, there were 25, 31, 34 and 36 toddlers who were enthralled with stories and songs about Groundhogs, Old McDonald, Valentine's Day, and "important" books.
- STEM programming focusing on the Data Detectives initiative, which includes the programs for Hewitt School, Homeschoolers and the Gadget Gals is very well received.
- A milestone of 9 attendees at the New Adult (ages 18-30) Program called "Beginner's Crochet." The positive turnout and feedback may propel this session to a monthly status.
- Two Young Adult programs ("Create Your Own Washer Necklace" and "Black-out Poetry") were offered during February but unfortunately, there were no attendees. March has two more ("Candle Making" and "YA Book Club") out there for the youths.

Statistics: February 2024

Information requests: 573

New Borrower Registrations: 29

TOTAL Collection Count: 47,880

Count of Active Users: 5,321

Notary sessions: 22

Door Count: 6,165 (Last month=4,908; and February is a shorter month)

Circulation: 4,836

Transits Delivery total packages sent: 411

Transits Delivery total packages received: 599

Total Attendance at Adult/New Adult Programs: 212

Total Attendance at Juvenile Programs: 666

Total Attendance at YA/Programs: 0 (2 programs offered, no attendance)

Total Attendance at STEM Programs: 51

Meeting Room usage: 13 sessions\ 196 attendance

Website Page Views: 1,309

Newsletter Deliveries: 3,116 Opens: 2,452

Libby E-Checkouts: 842

Hoopla Checkouts: 667 Hoopla Cost: \$1,529.77

Respectfully submitted,

Wendy Sandford, Library Director

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)

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

AAS Eclipse Grant \$1505.00 for STEM Programming leading up to the April 8 Eclipse

Stephen T. Riedner Grant for Library Programs for People Living with Dementia (\$2500.00) Nostalgia Nook submitted

Miss Rumphius Award (due March 15, 2023, \$300.00)

Tabled:

Thinking Money for Kids

Sandra Day O'Connor Institute for American Democracy Civics Challenge

Peggy Barber Tribute Grant due Feb 1 (\$2500.00 about civics) **did not receive**

Deliverables from last meeting:

Strategic Plan Draft in process

Other

- 2/19 Spoke to Ms. Ustanny from NJ Alzheimer's Association about staff training opportunities
- 2/21 worked with Susan Croce to make Journal Entry to correct accounting entries from 2023 in FY 2024 accounting
- 2/21 Doug Tallamy program with The Green Team: 36 participants live, 124 views on YouTube as of 3/7
- 2/22 Artist reception for Dennis Kraft – 25 participants
- 2/22 TREP\$ #3 included 7 local entrepreneurs who attended to act as focus group participants for our young folks to run their business ideas past
- 2/23 Insurance Agent submitted our UHC filing to the health plan renewal
- 2/27 Staff meeting
- 2/27 The Borough held a meeting using the entire basement for the day
- 2/27 emailed with Scott Conley about listing surplus items for auction
- 2/29 TREP\$ #4
- 3/1 Emailed Borough asking if they could hold an open gym for pre-k and younger children in cold weather season; the library has been very loud and children/parents are using us as a playground. Borough pushed back and asked us to provide staff or a volunteer to oversee the program.
- 3/4 Darrell reported the furnace was not on. PJM came 3/5 to repair
- 3/5 envelope proofs were approved with printer for Annual Appeal
- 3/5 Spoke to Judge Cassanova in Surrogate's Court in reference to will planning programs
- 3/5 rec'd 3 overdue invoices for events calendar software that we were unaware of, last payment to this vendor was 2017 and all staff believed this to be a legacy software that was free. We are renewing and paying old invoices. We are looking at better options for 2025 and possibly an upgrade
- 3/6 Sign language for library customer service session #1
- 3/7 TREP\$ #5
- 3/7 call with Treasurer re: Board reports

Respectfully submitted,
MaryEllen D'Elia