

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
October 3, 2022 7 pm
Minutes

Attendance: Amy Boyle Geisel; Jessica Einreinhof; Kathryn Grant; Lauren Maguire; Linda Schaefer; Jennifer Hsu; Cathie Studwell; Interim Co-Directors Wendy Sandford, Heather Caldwell, and MaryEllen D'Elia; and 15 members of the public.

Call to Order

At 7:02PM, Acting 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.

Amy Boyle Geisel opened the meeting with a statement that there is no imminent threat to the library and reassured everyone that the library is protected by By-Laws, Policies, and Procedures in addition to having the full support of the Borough Council and both political parties in town.

Open Public Session 1

Jessica Einreinhof made a motion to open the meeting to the first Open Public Session. It was seconded by Jennifer Hsu and passed unanimously.

MaryEllen D'Elia read a letter into the public record dated October 2, 2022, written by Ringwood Republican Chairman Louis Crescitelli, III, in reference to recent political events involving the library.

Amy Boyle Geisel read both the Mission Statement of the Ringwood Public Library and a letter into the public record dated October 3, 2022, written by Amanda Beth McCormick Gillman tendering her resignation from the Board of Trustees and rebutting Mr. Crescitelli's letter.

Eric Gillman spoke about the letter by Mr. Crescitelli citing various inaccuracies and spoke in defense of Amanda Beth McCormick Gillman and her service to the library. He requested that Mr. Crescitelli's letter be stricken from the record.

Robin Cannetti spoke to the loss to the library as a result of Ms. Gillman's resignation. She also explained her understanding of recent events and fears of interference in the operation of the library that she cited as a reason for the community being upset and spoke to the need to protect the open access to information at Ringwood Public Library as a community asset.

Linda Schaefer made a motion to close the public session. It was seconded by Jennifer Hsu and passed unanimously.

Consent Agenda

- Approval of annexed Minutes of open session of the Sept 12, 2022 Board Meeting
- Directors' Report

- Adult Services Report
- Tech Services/STEM Report
- Financial Report

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

Regular Agenda

- **Board Comments**

Amy Boyle Geisel reiterated that there would be 1 Trustee up for election at the Annual Meeting.

Jessica Einreinhof stated that the Board of Trustees is not political and does not discuss politics.

There was a discussion among the Board about book banning and book purchasing policies being in the realm of the Director's role.

Jennifer Hsu read the following from the Trustee Ethics Statement, "Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals." And reminded those present that this is the duty of a Trustee.

Jessica Einreinhof commented on the loss of Amanda Beth McCormick Gillman from the Board and will be sad to see her go because of the tremendous efforts and contribution to the library.

- **Directors Comments**

Wendy Sandford spoke about the importance of the ALA Code of Ethics, the neutrality of the staff, and the effort that goes in to making the library a space that is welcoming to all.

Heather Caldwell spoke about book purchase requests and how anyone can request the library purchase a book and the staff's willingness to buy the books that people want and request.

MaryEllen D'Elia thanked the community for their overwhelming show of support and spoke to the opportunity for the Trustees to engage the new members and enrich the library community.

- **Friend's Report**

Heather Caldwell gave the following report: the last meeting was on September 22 where they gave a recap of Cabaret Night. There was a reorganization because of the Co-President stepping down. Liberty Science Center passes were approved at a cost of 20 passes for \$400.00. AMNH passes will be revisited in the spring. Volunteers are needed for the Fish & Chips and the Book Sale. The Poster Printer is still under discussion. And a new Mitten Tree was requested as the old one has passed its prime.

Amy Boyle Geisel made a motion to approve the Friend's purchase of 20 Liberty Science Center passes for up to \$450.00. It was seconded by Cathie Studwell and passed unanimously.

- **Old Business**

MaryEllen D'Elia spoke about the Borough's HVAC inspection and progress being made on punch list items.

Executive Session

At 7:36 PM, a motion was made by Linda Schaefer to go into Executive Session. It was seconded by Lauren Maguire and passed unanimously.

At 8:05PM a motion was made by Linda Schaefer to come back into Open Session. It was seconded by Cathie Studwell and passed unanimously.

A motion was made by Kathryn Grant to approve all items acted on in Executive Session. It was seconded by Jennifer Hsu and passed unanimously.

New Business

- A motion was made by Jennifer Hsu to approve MaryEllen D'Elia to sign the NJ Annual Report and list herself as the Agent of Record. It was seconded by Amy Boyle Geisel and passed unanimously.
- There was a discussion about the library's need for a different tech support vendor for the next three months and also for calendar year 2023. The Directors recommend contracting with EC-Comptech LLC for both contracts. A motion was made by Jennifer Hsu to approve both the 4th Quarter month-to-month contract and the 2023 contract with EC-Comptech, LLC. It was seconded by Amy Boyle Geisel and passed unanimously.
- MaryEllen D'Elia discussed the State of NJ's new minimum wage rates as of January 1 and beyond. A motion was made by Amy Boyle Geisel to approve and adjust the pay scale for minimum wage employees to scale with the NJ Minimum Wage going forward. It was seconded by Jennifer Hsu and passed unanimously.
- There was a discussion of 2023 meeting dates for the Reorganization Meeting in January and the 2023 Annual Meeting. Cathie Studwell made a motion to approve January 9, 2023 and December 11, 2023 at 7:00PM for those meeting dates and times. It was seconded by Lauren Maguire and passed unanimously.
- Nominating Committee: Jennifer Hsu reported that the committee met and posed 3 questions to the candidate. They also reviewed the candidate's resume. After that review, the Nominating Committee is pleased to recommend the slate of Cathie Studwell for the election at the Annual Meeting. A motion was made by Linda Schaefer to approve and accept the proposed slate. It was seconded by Lauren Maguire and passed unanimously with the exception of Cathie Studwell who abstained.

Open Public Session 2

A motion was made by Linda Schaefer to reopen the meeting to Open Public Session. It was seconded by Jessica Einreinhof and passed unanimously.

Mickey Hammel asked if the computers are routinely updated. Where to find the consent agenda items prior to the meeting? And, how a member of the public would be invited to attend the Executive Session?

Heather Caldwell verified that the public computers are updated on a regular basis and that any issues were a product of the computers not being set up as specified. She also explained how a member of the public could find copies of the prior meeting minutes on the library website.

Amy Boyle Geisel explained that Executive Session is for the Board and Directors to speak about issue that require confidentiality like HR issues which means that the public does not attend those sessions.

MaryEllen D'Elia told Ms. Hamell that if she had an issue that required speaking in private she could come and speak with any of the Co-Directors who would approach the Board if the issue required it.

Several members of the public asked for items from the Consent Agenda to be made public in draft form prior to the meetings. Scott Heck remarked that the Borough posts all of their draft resolutions and other items 5 days prior to each meeting of the Council. There was also a request from public members present to have an open public session prior to the consent agenda vote during the meeting. The Board will work out a way to make the documents available to the public and include an Open Public Session prior to passing the Consent Agenda.

A motion was made by Linda Schaefer to close the public session. It was seconded by Jessica and passed unanimously.

Adjournment - The next regular meeting of the Library Assoc. of Ringwood, Inc. is November 7 at 7:00 pm at the RPL.

There being no further business, at 8:33 PM, Jessica Einreinhof made a motion to adjourn the meeting. It was seconded by Jennifer Hsu and passed unanimously.

Respectfully submitted,

MaryEllen D'Elia
10/6/2022

Ringwood Public Library Accounts

| | As of 12.31.21 | As of 8.31.22 | YTD: 8.31.22 |
|----------------------------------|----------------------|----------------------|----------------|
| TD General Operating Acct | \$ 360,724.10 | \$ 327,865.50 | |
| Income | | \$ 240,480.15 | \$ 389,727.57 |
| Expenses | | \$ 54,037.89 | \$ 418,148.34 |
| Net | | \$ 186,442.26 | \$ (28,420.77) |

| | As of 12.31.21 | As of 8.31.22 | Net Change |
|------------------------------|----------------|---------------|-------------|
| TD Building Fund Acct | | | |
| | \$ 2,352.71 | \$ 1,764.71 | \$ (588.00) |

| | As of 7.31.22 | As of 8.31.22 | Net Change |
|--------------------------------|--------------------|--------------------|------------------|
| Emergency Reserve Funds | | | |
| Fidelity Money Market | \$ 0.47 | \$ 0.47 | \$ - |
| Fidelity Balanced Fund | \$ 5,720.93 | \$ 5,891.33 | \$ 170.40 |
| Fidelity Vanguard | \$ 2,906.42 | \$ 2,997.53 | \$ 91.11 |
| | \$ 8,627.82 | \$ 8,889.33 | \$ 261.51 |

| | As of 8.31.22 |
|---------------------------------|------------------|
| Friends of the Ringwood Library | 20,032.13 |

| | | |
|-------------------------------------|----------------|-------------------|
| 2018 End of Year Spending to Budget | \$ (51,776.33) | Under 2018 Budget |
| 2019 End of Year Spending to Budget | \$ (55,335.32) | Under 2019 Budget |
| 2020 End of Year Spending to Budget | \$ (98,743.05) | Under 2020 Budget |
| 2021 End of Year Spending to Budget | \$ (23,748.86) | Under 2021 Budget |

\$ 338,519.54 RPL Current total in checking and investments
 \$ 20,032.13 Friends Current total in checking
 \$ 358,551.67 **GRAND TOTAL**

Notes:

Library Association of Ringwood Inc.
Ringwood Public Library ("RPL")
Board of Trustees Meeting
October 3, 2022 7 pm
AGENDA

Call to Order

Statement of Meeting Notice

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This meeting is being recorded.

Consent Agenda +

- Approval of annexed Minutes of open session of the Sept 12, 2022 Board Meeting
- Directors' Report
- Adult Services Report
- Tech Services/STEM Report
- Financial Report

+ = 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
- Directors Comments
- Friend's Report
- Old Business

Open Public Session

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

New Business

- Approval for MaryEllen D'Elia to sign the NJ Annual Report due by November 30, 2022

- Discuss/Approve Tech Contracts
- Discussion on Minimum wage increase in 2023 and thereafter
- 2023 Meeting Dates

Open Public Session 2: if needed

Executive Session 2: if needed

Adjournment_ - The next regular meeting of the Library Assoc. of Ringwood Inc. is November 7 at 7:00 pm at the RPL.

STEAM & Tech Stats & Monthly Report

Tech: See Heather's Director's Report

PALSPlus Committees:

9/12 : Digital Services Committee (DSC) meeting

Working on Merging Project for Technical Services Committee

9/21: Working with Mary at Wanaque on curating shelves for Overdrive as part of DSC

9/27: Zoom Meeting with Mary and OD rep about how they can create curated shelves for us (DSC)

Professional Development:

9/27: Webinar on creating No-Hold Collections in Overdrive/Libby

Patron Programming:

Tech Help: 3

Computer Classes with Northstar system:

9/9: 1

9/23: 3

Interim Co-Directors' Report for Oct. 3

Heather Caldwell

Miscellaneous:

- 9/1: Arrived at work with George from Borough onsite and men taking measurements on roof, most likely for the engineer report requested by state for roof bond
- 9/1: co-directors meeting to discuss budget, potential hiring, and other miscellaneous tasks
- 9/7: Baker & Taylor, our book vendor that suffered a ransomware attack, is up after weeks of being down. There are still kinks, especially with orders that were in process during the shut-down.
- 9/8: Met with Scott Heck

Friends:

Reaching out to potential new venues for museum passes.

9/22 meeting:

- Voted to purchase LSC tickets 20/\$400 to resale at \$20/ticket or \$75 for 4 tickets.
- Looking for updated information for AMNH to decide on re-upping in future
- Looking for updated estimate and comprehensive plan for poster printer usage to operate at break-even point. This will require some more research and may need to be tabled, until I have more time.
- Changed next meeting date from Oct 27 to Nov 3.
- Planning details for Fish & chips and book sale. Will include a 20% discount for teachers. Need to know from directors if ok to have children's sale upstairs. Will have a min of 3 volunteers during sale to cover children's, adult, and cashier in lobby.
- Discussed possible "regime" change with Fiona Rose and Wendy Leine

Schools:

- 9/6 Reached out to Wanaque Superintendent to offer volunteer service hours to students with book sale coming up (we had an overwhelming number of 8th graders from Wanaque asking for service hours in the spring.)
- Various staff members attending BTSNs with promotional materials
- Scheduling & planning StoryTime STEM afterschool program for elementary schools.
- Assigned Aleks to write proposal for Bridge Building afterschool program for MJR school
- Notified Ringwood and Wanaque Superintendents that FOL Book Sale will include teacher discount.

- STEM department working with children's to plan programs for days when school is out

Tech:

- 9/1: Submitted Computer Survey for PALSPlus to calculate library's tech support assessment based on the PALSPlus funding formula.
- Received this information from PALSPlus: *Intel plans to raise CPU prices this year. Price increases could be anywhere between 10-20%. This will not affect just Dell, but all vendors.*
- Co-Directors discussing amongst one another, with other library directors, and with potential contractors, the possibility of changes in tech support through PALSPlus
- 9/22: Contacted Eli Cardoza about a possible short term project to get us through particular tech issue that PALSPlus is not satisfactorily resolving.
- 9/21: Internet down for about 20 minutes.
- 9/26: Officially gave notice that we will not be renewing our participation in PALSPlus Tech Support
- 9/26: Signed contract for 7.5 hours of tech support service with Eli Cardona for the month of Oct. to create group policy for and correct patron PC history issues.

Wendy Sandford

- A month of "staff juggling" and a lot of filling in by all. College schedules and new full-time job by one of our employees has the schedule in skeleton crew mode. There are some times during the week that are more challenging than others, but we work as a team and will never lack for attention to our patrons.
- Several meetings and countless emails helped us to also cover the Back to School Nights and the gaps left at the library from our visits.
- Several building maintenance visits occurred during the month and our Front Desk staff maintained calm as they provided the proper key to the workers and informed a Co-Director.
- Handled an incident between a library patron and a staff worker. Met with both separately, prepared an Incident Report. Performed follow-up which included all Co-Directors.
- Jason Okin came back to do more wood oil protection on our patio benches. He says he is almost finished with them all.
- Spent time with Co-Directors on our PALS Plus Technical Support decision. Participated in discussions with a local Director who was available to answer our questions as a colleague Director. Participated in Zoom Meeting with potential Technical Support Company. We are confident in our decision to remove ourselves from PPTS, and contract with a known PP Consortia-knowledgeable independent vendor.
- Cabaret Night went well. We would not have been effective without the help of our few volunteers; but I urge future events be scheduled only if a solid corps of Many Volunteers are recruited to lessen the burden on staff.
- Met in the office with a member of the public who requested our Meeting Room for his organization. I told him that our Meeting Room is in demand and we give first preference to Local non-profits; his group was from Hawthorne.

- Staff Meeting was held in the Staff Office September 13. I congratulated them on being cooperative and patron attentive during these challenging weeks of short staff and short tempers.
- Met with representative of AARP who will return to our library to do their Driver Safety Program. Many of their rules, mostly covid-related, have changed so we had many points to cover before I approved the session for November.
- The final program for the Ramapough Lenape Grant was held in September. Dan submitted the final grant report before the program happened so there should be no more reporting to the NJ Heritage Council required.
- The PALS Plus General Membership Meeting will be held on September 29. It is a hybrid meeting, we will attend via Zoom. I am the Voting Representative and there will be at least three Policy items to be voted on by the representatives. We are eager to possibly hear more about the cause of PALSPlus' reduction in technical support services.
- Received Letter of Agency for Funding Year 2022-2023 from PALS Plus authorizing PALS Plus to procure E-Rate Consortium telecommunications services. I signed as Co-Director/Voting Representative for the Ringwood Public Library.

MaryEllen D'Elia

9/13: Co-Directors convened a staff meeting held with a majority of the staff and included going over section 300 of the Employee Manual, "Workplace Conduct"

9/13: Co-Directors met with Aleksandra Brittain – we asked her to take on a few new projects (social media plan and implementation across platforms, afterschool program development, preliminary budget work for her department) and discussed the YASLA conference that she will attend.

Borough/Facilities:

- Spoke to Scott Heck about a complaint he received as a result of an incident between a staff member and a patron. Issue was resolved with our giving him copies of the incident report and appropriate policies. He spoke with the patron and she has been in the library since the incident with no further issues arising. The Co-Directors are satisfied that the issue is resolved and a repeat will not happen.
- Town-wide garage sale maps coordination with Scott Conley
- Fire suppression, sprinklers, and alarms have passed inspection. We await an updated report and fire occupancy certificate from Scott Conley.
- Veteran's Day Event: Scott Heck requested that the Borough be allowed to use the library main space and piano for a "Veteran Salute" event that Michelle Kerr is working on. It is scheduled for November 3 from 6:00-8:00 and will feature Janet Spirko on piano, possibly a bag piper, recitations by Girl and Boy Scout troops in town, and other speakers.
- Bulk mail permit: asked for permission to use the Borough's bulk mail permit for the Annual Appeal as has been done in other years. We have a conditional approval pending timing of the appeal and letter content.

- HVAC: the HVAC was inspected by the Borough. Several punch list items need to be completed and are in process. So far gas lines have had sealant applied to the exterior of the building where they enter and the HVAC is in the process of being tied into our fire alarm system. That tie in will need to be tested once it has been fully connected.
- 9/22: Darrell noticed that there was water in the basement around the boiler and HVAC system. PJM came on 9/23 and felt that the drip pan was dirty and caused the flood. It has not reoccurred since they cleaned it.
- Panic buttons have been fixed and the malfunctioning ones have been tested.
- Reached out to the Rec Department about collaborating on a series of exercise classes in our basement over the winter months. We are hoping for a focus on gentle exercise for Seniors during the day. More to come as we flesh out details.

Miscellaneous

- Met with Co-Directors and several Trustees about proposed changes to By-Laws and created a draft to circulate
- Completed the Community Health Needs Assessment survey for the NJ Department of Health
- With the Co-Directors and volunteers, produced and cleaned up from Cabaret Night which was attended by about 70 people. The event was successful but in order to do these sorts of events, especially after hours, there is a need for a large group of engaged volunteers to reliably show up and work at them if staff is not to be paid extra to do the work to produce them.
- Updated contact information in the Employee Handbook in section 3.2 under the heading "How to Raise Questions and Concerns" from Dan Parker to Wendy Sandford
- Updated Emergency Action Plan to remove Dan Parker.
- Spoke to the printer about the Annual Appeal. He quoted approximately \$2,000.00 for the printing and \$850.00 for postage, a slight increase over last year. He has had issues sourcing certain inventory for printing, like #10 envelopes and that may impact our timeline.
- Sent emails to the Association Membership reminding them to pay their annual membership before the October 1 deadline. This was also featured in a newsletter. All Board Members are now current in their memberships and new memberships and renewals are trickling in.
- Continued preparation in expectation of a visit from OSHA: Clearing items from top shelves, updating MSDS, made a list of items for staff to address, spoke to Darrell about what he recommends we focus on and implemented those changes.

- Joined NJLA as an Institutional Member for RPL and had the job posting re-run. In addition, posted the position on Handshake and focused on graduates from Pratt, Drexel, Syracuse, and University of Maryland; job posting is available through search to all 1500 member universities.
- With Co-Directors and others, developed drafts of Annual Appeal mailing and materials for the Annual Meeting mailing to circulate to the Board for approval.

