
Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
January 27, 2025
Open Session Minutes

Call to Order 7:04 pm start of the meeting by our President Amy Boyle Geisel.

Attendees: Amy Boyle Geisel, Robert McKay, Hina Mehta, Jennifer Hsu, Leona Kumagai, Jane Mathews and Linda Schafer, Director Wendy Sanford and Asst Director Mary Ellen D'Elia.

Absent: Regina Ledgerwood

No members of the Public are present.

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.

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
- Assistant Director's Report

Motion by: Jennifer Hsu

Second by: Hina Mehta

Pass: All

Abstain: None

- Approval of annexed Minutes of open session of the October 21, 2024,

Motion by: Jennifer Hsu

Second by: Leona Kumagai

Pass: All

Abstain: Amy Boyle Geisel and Eleanor Young

- and November 21, 2024 Board Meetings

Motion by: Linda Schafer

Second by: Hina Mehta
Pass: All
Abstain: Leona Kumagai and Eleanor Young

+ = 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

- Swearing in of new Trustee: Eleanor Young
Public Library Ethics Trustee Statement
Mission statement
Vision and Value Statement
- Board Reorganization for 2025
Amy Boyle Geisel - President,
Robert McKay - Vice President
Jennifer Hsu - Treasurer
Hina Mehta - Secretary

Motion by: Jennifer Hsu
Second by: Linda Schafer
Pass: All
Abstain: None

- Setting meeting dates for 2025 - Usually set for 3rd Monday of each month
February 24, 2025
March 17, 2025
April 21, 2025
May 19, 2025
June 16, 2025
July 21, 2025
August 18, 2025
September 15, 2025
October 20, 2025
November 17, 2025
December 8, 2025 – Annual Meeting

Motion by: Hina Mehta
Second by: Robert McKay
Pass: All
Abstain: None

- Board Comments

Reports on grants looks good.

Attorney update: State library is seeking too, so hopefully we can retain one soon.

Spanish Conversation, Mahjong, Adopt group, attendance is up.

- Finance Report

Because many programs were home funded and in-house programs, the books are in order.

We fund raised a good amount – through Friends, Grants, Annual appeal, etc. to help with many of the library programs for this upcoming year.

- Review of November and December Board reports
- Authorization of bills to be paid

Motion by: Linda Schafer

Second by: Jennifer Hsu

Pass: All

Abstain: None

- Payroll update: working toward the module to meet our needs

Online payroll module

Motion by: Robert McKay

Second by: Eleanor Young

Pass: All

Abstain: None

- Directors Comments

Term Limits

Group A: Year 1: Eleanor Young, Jennifer Hsu, Robert McKay up for election in 2025

Group B: Year 2: Jane Mathews, Amy Boyle Geisel, Regina Ledgerwood up for election in 2026

Group C Year 3: Linda Schafer, Leona Kumagai, Hina Mehta up for election in 2027

- Friend's Report - Sip & Paint, St. Pat's Pre-Parade event

Last Thursday – clamoring for more fundraiser \$40/pp

St Pat's pre-parade, face painters, Treps: March 28th

- Old Business

- Capital Reserve Policy Update (tabled until auditors review and approve)
- Old Tax returns done

- Annual Appeal Status Update

- HR Policies Review Committee (tabled until April 2025)

- Bridge dedication update: May 7th – Boro proclamation.

New Business

- The Director seeks approval of the Board to accept a donation in the amount of \$4,500.00 from the Leanne Freas Trout Foundation to be used for STEM programs for

elementary and middle school students.
Regina Ledgerwood family foundation –
Motion by: Jennifer Hsu
Second by: Hina Mehta
Pass: All
Abstain: None

- Reporting all Trustee training hours for 2024 for State Aid reporting
If you take any class – report it to Mary Ellen D’Elia, it is due in March.

- Board approval of capital plan and other balance sheet reserve transfers for 2024
 - Transfer of NJ State Aid to libraries rec’d in 2024 for 2025 FY \$5,066.00Motion by: Amy Boyle Geisel
Second by: Jennifer Hsu
Pass: All
Abstain: None

- Transfer of \$10,000.00 per 2024 budget for 65008 Capital Projects into Capital Reserve
Motion by: Amy Boyle Geisel
Second by: Eleanor Young
Pass: All
Abstain: None

- Board approval of the establishment of new line items on the P&L to allow for reserve transfers off the balance sheet.
Motion by: Jennifer Hsu
Second by: Hina Mehta
Pass: All
Abstain: None

- Board approval of reserve transfers for 2024 off the balance sheet to offset the following expenditures: \$3,000.00 for ALA community Conversation Grant; \$500.00 for NJHC Suffrage Grant; \$1,735.83 for Reference Donations; and \$1869.49 for Trout Foundation Donation.
Motion by: Amy Boyle Geisel
Second by: Jennifer Hsu
Pass: All
Abstain: None

- The Director requests that the Board empower the Treasurer, in consultation with the Director and Assistant Director, to approve any Quickbooks adjustments that are suggested by the audit team at Welikotz which will result in the entries on the audit and tax return for 2024 to tie with the entries in Quickbooks.

Motion by: Amy Boyle Geisel
Second by: Robert McKay

Pass: All

Abstain: Jennifer Hsu

Back to Open session 8:56pm

NO members of the public.

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.

Adjournment: Next meeting on Feb 24 at 8:57

Motion by: Hina Mehta

Second by: Amy Boyle Geisel

Pass: All

Abstain: None