

**Ringwood Public Library**  
30 Cannici Dr., Ringwood, NJ  
**February 24, 2025**  
**Minutes**

This meeting was called to order at 7:11PM by our President Amy Boyle Geisel.

**Attendees:** Amy Boyle Geisel, Robert McKay, Jennifer Hsu, Regina Ledgerwood, Eleanor Young, Director Wendy Sandford, and Asst. Director MaryEllen D'Elia.

**Absent:** Hina Mehta, Leona Kumagai, Linda Schaefer and Jane Matthews

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: Robert McKay

Second by: Jennifer Hsu

Pass: All

January minutes tabled until next Month because we do not have a quorum.

- Board Comments

Upcoming Events: St Patrick's Day Fundraiser, Treps, Dine to Donate

Past Events: Painting night was a great event, Sensory Event was well attended and appreciated by the community, YA is going well with ongoing activities and events

Finance Report

-Directors have worked with auditor to make year end and audit adjustments to tie the tax return and year end balances to one another.

-Board will decide on the allocation for donated surplus funds for FY 2024 at March meeting

Possible uses: add quiet workspaces for adults, furniture for middle grades and teens.

- Review of November and December Board reports
- Authorization of bills to be paid 12/31/24-1/31/25

Motion by: Jennifer Hsu

Second by: Robert McKay

Pass: All

Abstain: None

Change name of bank account from building fund to capital reserve

Motion by: Eleanor Young

Second by: Amy

Pass: All

Abstain: None

Approve payment of 12 items 1/27-3/15/25

Motion by: Jennifer Hsu

Second by: Robert McKay

Pass: All

Abstain: None

Auditor: Wielkotz and Company. Motion to accept this year's audit and retain W&Co with the same terms as last year and includes the tax return for next year \$6,250

Motion by: Eleanor Young

Second by: Jennifer Hsu

Pass: All

Abstain: None

Payroll update: working toward a module to meet our needs, most likely an online payroll module

- Directors Comments

Staff appreciated the bonuses

Door counts have been 500-700+ on various weekdays

The Assistant Director would like to Join SHERM to obtain a Human Resource Certification. There are many benefits to the library with this certification. There are sample forms, sample HR policies which would be helpful.

The Assistant Director would like to join the Ringwood school PTO pages to better get messages out to the community about programming.

- Friend's Report - Sip & Paint successful and will do again in April, St Pat's pre-parade party is expected to see a big turnout as in recent years. There is a Sign up Genius for tables, bake sale, paper goods, water, juice, face painters. Treps will take place March 22<sup>nd</sup>

April Fundraisers: Tea with First Ladies, Safanes Comedy Fundraiser.

Book Drop: Friends and Foundation will pay for the project; requires Borough approval and possible permits - re-route road making it one way and ADA Sidewalk

- Old Business
  - Capital Reserve Policy Update (tabled until auditors review and approve)
- Annual Appeal status update
- HR Policies Review Committee (tabled until April 2025)
- Bridge dedication update: May 7<sup>th</sup> – The Anniversary of the date we opened 25 years ago. This event will take place in the daytime (tentative)

Motion to Rescind the HR Policy 2020 Employee Manual

Motion by: Jennifer Hsu

Second by: Eleanor Young

Pass: All

Abstain: None

### **New Business**

- Trustee Training—take a topic of interest, attend the session, and report back to the board so we all learn about the topic
- ALA is in Philadelphia
- NJLA in AC in May
- Library will join the Chamber of Commerce

Staff in-service each quarter: March 11, June 3, Sep 23, 2025, library opens at 1:00PM each day. Budget of up to \$200.00 each for coffee/donuts, and pizza

Motion by: Robert McKay

Second by: Jennifer Hsu

Pass: All

Abstain: None

Staff Holiday Luncheon December 12, 2025 to be paid by Friends up to \$725, Library will be closed at noon

Motion by: Eleanor Young

Second by: Jennifer Hsu

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Pass: All  
Abstain: None

- Reporting all Trustee training hours for 2024 for State Aid application. If you take any class – report it to Asst. Director, it is due in March.

NO members of the public present.

**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 March 17th at 9:24**

Motion by: Regina Ledgerwood

Second by: Bob McKay

Pass: All

Abstain: None