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**Ringwood Public Library**  
30 Cannici Dr., Ringwood, NJ  
**March 17, 2025**  
**Open Session Minutes**

Attendees: Amy Boyle Geisel, Hina Mehta, Jennifer Hsu, Leona Kumagai, Linda Schaefer, Robert McKay, Regina Ledgerwood (joined at 7:05pm), Jane Mathews, Eleanor Young, Mary Ellen D'Elia, Asst Director and Wendy Sanford

Absence: None

Public members: None

Amy Boyle Geisel, Board President called the meeting to order 7:04 pm. 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**

This Meeting were 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
- Approval of annexed Minutes of open session of the January 27, 2025 and February 24, 2025 Board Meeting Minutes

Consent Agenda was approved by all except the February meeting minutes.

Motion Jennifer Hsu

Second: Eleanor Young

Pass: All

Abstain: For Feb meeting minutes only: Linda Schaefer, Jane Mathews and Hina Mehta

#### **Regular Agenda**

- Board Comments

REGINA LEDGERWOOD joined meeting at 7:05pm

- Discussion on grants: Many grants are work in progress and some can be applied but some we may not be eligible, NJHC- NJ Humanities Council in-kind payroll discussion,
- Finance Report - communication from Borough

Jennifer Hsu – not much update

Boro wants the budget freeze (not spending freeze)

- Review of February Board reports
- Authorization of bills to be paid

Motion: Jennifer Hsu

Second: Leona Kumagai

Pass: ALL

Abstain: NONE

- Payroll update: discussed earlier – in transition
- Audit update: hopefully we will be done efficiently

- Directors Comments

FED gov aid to states IMLS (Institute for Museum and Library Services) LSTA Library Service and Technology Act of 1996 – will be eliminated

Njstate libr gets affected – WIFI, Braille program, ILL, Jersey Cat, emails,

State library gets their state budget cuts beside the federal cuts

Motion to authorize director to ask patrons to pay postage for ILL outside of PALSPLUS if the funding gets cut-

Motion: Robert McKay

Second: Eleanor Young

Pass: ALL

Abstain: None

- Friend's Report - St. Pat's pre-parade; Sams's update
  - Sam – open Mic night and 10% of the alcohol donated the funds
  - St. Patrick's pre parade – bake sale, merchandise sale, not good turn out from HS students, 1 boy scout,
  - Paint and Sip – coming soon April 16<sup>th</sup> – paint theme Fox - \$40/per person
  - April 19th @1pm - Tea with first ladies – lecture with Joan S and caterer food like sandwiches, dessert, etc. for ages 12- and up \$40 pp
- Old Business
  - Capital Reserve Policy Update (tabled until auditors review and approve)
    - Auditor still reviewing

- HR Policies Review Committee (tabled until April 2025) –  
TABLE now
- Dedication update: Hackensack company with installation on May 7<sup>th</sup> on  
honorary “Eileen Manley Welcome Center” sign

Motion: Hina Mehta

Second: Robert McKay

Pass: ALL

Abstain: None

- Board Training: Per Capita State Aid by Amy Boyle Geisel
- 45 minutes
- 7 hours/ year as a board
- Report from Amy Boyle Geisel - Per capita state aid- YT recording by NJSL -  
State 19A-14-1

How boro, town or state pays to the library

April – Hina Mehta will train at the April meeting

### **New Business**

- 2025/2026 Lakeland Intern position approvals
  - If they are over 18 – they need background check
  - Children’s dept intern –
  - Stem intern – requirements -

Motion: Jennifer Hsu

Second: Regina Ledgerwood

Pass: ALL

Abstain: NONE

- TD Bank, Ringwood branch closing

Need authorization to open a new bank like Provident

Motion: Hina Mehta

Second: Leona Kumagai

Pass: ALL

Abstain: None

- Poster Sales: - Extra New Legacy posters to be sold as a fund raiser

Motion: Linda Schaefer

Second: Eleanor Young

Pass; ALL

Abstain: None

- Consideration and possible appointment of candidate for library lawyer

Retention (wording modified by Amy Boyle Geisel)

Motion: Jane Mathews

Second: Jennifer Hsu

Pass: ALL

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Abstain: NONE

Going into Executive Session at 8:44pm

Motion: Linda Schaefer

Second: Regina Ledgerwood

Pass: All

Abstain: None

Returning into Public Session 8:49pm after the Executive Session

Vote to affirm all action take in Executive Session:

Motion: Jennifer Hsu

Second: Linda Schaefer

Pass; All

Abstain: None

### **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.

Open session 8:50

Motion: Robert McKay

Second: Regina Ledgerwood

Pass: All

Abstain: None

No public members and no public comments.

### **Adjournment**

Adjourn: at 8:50pm

Motion: Jennifer Hsu

Second: Regina Ledgerwood

Pass: All

Abstain: None

Next meeting will be on Monday, April 21<sup>st</sup> 2025