

Library Association of Ringwood Inc.
Ringwood Public Library (“RPL”)
Board of Trustees Meeting
Open Public Session Draft Minutes
April 15, 2024, 7 pm

Attendees:

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

Absent: Regina Ledgerwood

If any members of public: NONE

Notes

- Meeting call to order at 7:14 pm
- By Amy Boyle Geisel and seconded Robert McKay

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 3/9/2024 - 4/6/2024
- Assistant Director’s Report 3/9/2024-4/5/2024
- Approval of annexed Minutes of open session of the March 18, 2024 Board Meeting

Consent Agenda was approved. No public session was held as there were no members of the public present.

Motion Made by: Jennifer Hsu

Seconded by: Robert McKay

Passed by: All except Linda Schaefer and Cathie Studwell

Abstained by: Linda Schaefer and Cathie Studwell

Regular Agenda

Board Comments:

- Great work and kudos to the library staff in arranging Teens, tweens, library materials - it gives them a sense of territorial ownership. The audio books, puzzles, and paperback exchange is also convenient for adults browsing.

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- Eclipse program ran well - by Heather Caldwell
- St. Patrick's Day event ran with 900 people came through during the day with many activities like face painting, arts and crafts, etc. and Treps made the library a bustling and integral place for the community event.
- Treps was very successful - most of the merchandise they created was sold out
- Friends also made some fundraising between donations, bake sale and merchandise sales.

Finance Report:

- Review of March Board Reports- Done
- Authorization of bills to be paid:
- Paper transaction report
- Transaction Bill approved

Discussion on items on these items and the low expense this month because of some items need to be paid quarterly, for ex. Hoopla

Finance Committee was created with 2 members Jennifer Hsu and Robert McKay to review 2024 budget prior to its presentation to the Board in May.

Motion by: Jennifer Hsu

Seconded by: Linda Schaefer

Passed by: All attendees

Abstain: None

Directors Comments:

Building Maintenance - flood water into the downstairs toilet. DPW had to clean and remove paper towels and use an air dryer instead.

Friend's Report:

Meeting coming up next Thursday.

Friends will get ready for Summer Reading kickoff.

Old Business:

- Strategic Plan Review Committee Update - Strategic Committee Plan was presented by Cathie Studwell and was put in for motion .
 - Motion by: Robert McKay
 - Seconded by: Hina Mehta
 - Passed by: All attendees
 - Abstain: None
- Accounting project update - Asst Director is working on balance sheet

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- Capital Reserve Policy Update - not currently necessary
- Annual Appeal Status Update - \$5411 so far and hopefully surpass \$14000 our previous Appeal donations.
- Insurance policies renewal updates - no increase - all status quo
- YA Candidate update - will have some hopefuls

New Business

- Children's room behavior and temporary suspension of library visitation privileges. Use the **Appendix E**
 - **Infraction Schedule for Violators of Rules & Regulations for Public Behavior Policy**
- 2024 United for Libraries, Virtual conference event for Trustees. More information: https://www.ala.org/united/events_conferences/virtual will be held on July 30-Aug 1st, Board members are encouraged to attend.
- 2024 New Trustee Orientation, watch video here: https://www.njstatelib.org/services_for_libraries/consulting_services/library_trustees/ When you complete the orientation you will receive the Certification of attendance - give to Wendy it goes towards State funding.
- Review of agreement with Weilkotz & Co for preparation of 2022 and 2023 taxes with audit of 2023 financials. The proposal looks good and we should give it a chance for Audit and possibly Tax returns. A motion was made by Jennifer Hsu and seconded by Linda Schaefer to sign the agreement with Weilkotz and to have them prepare the library's taxes along with a yearly audit.
- Regarding the letter from Ringwood Boro for Financial Disclosure Statements - will need to discuss further with the Boro as per directions from our Attorney. Some past members received the letter while some current ones did not.

Move into Public Session

Start of the PS Time: 9:25 pm

Motion by: Linda Schaefer

Seconded by: Jennifer Hsu

Passed by: All attendees

Abstain: None

Asst Director shared some wonderful cards received by the library from patrons. Many were thanking and appreciative of the library programs and services.

Move out of Public Session at 9:29 pm

Motion by: Linda Schaefer

Seconded by: Jennifer Hsu

Passed by: All attendees

Abstain: None

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There was no need for an Executive Session today.

Adjournment:

Adjournment Time: 9: 30 pm

Motion by: Hina Mehta

Seconded by: Jennifer Hsu

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, May 20th in the library's meeting room.

Respectfully Submitted by
Hina Mehta

Wendy Sandford, Director's Report
Ringwood Public Library
March 9 – April 6, 2024

I participated in the following meetings and webinars:

Hosted the Author Talk program Saturday, March 9.

In the absence of our STEM coordinator, I hosted the Data Detectives group at Hewitt School.

Held a Programming Meeting with Department Heads. Primary focus was Spy Week and Summer Reading.

Assisted in Open Maker's Day March 15 and 16.

Staff Meeting March 19.

Attended Friends of the Library meeting March 21.

Friday March 22 major set-up for St. Patrick's Day/TREPS event.

Saturday March 23 St. Patrick's Day/TREPS event and cleanup.

In-Service Day March 27 for staff training and for rearranging of collections and furniture.

Hosted PALS Plus General Membership Meeting in our Meeting Room March 28.

Met at TD Bank and 4 Trustees to complete documentation for library signing agents on March 28.

Strategic Plan meeting April 5 with Cathie Studwell and Leona Kumagai.

The 2024 State Aid report was due on March 15th and the report was filed on March 12th. We usually find out our Per Capita State Aid funding amount in October.

We are grateful for the many volunteers who "stuffed the envelopes" for our Annual Appeal. Pete from Printing Images took the 4,861 envelopes to have them mailed bulk rate using our brand new Bulk Mailing permit on Thursday, April 4th.

Our "Annual" St. Patrick's Day concert was held on Friday evening March 15th.

Over 55 Irish for the Day audience members enjoyed the music and storytelling of Mark Kiliansky and Max Carmichael. We give thanks to the Grant from the Passaic County Cultural and Heritage Council, a partner of the NJ State Council of the Arts for sponsoring the concert for us. I again thank the many volunteers who helped with the set-up and the clean-up needed to host this program.

While on the subject of volunteers, the library certainly enlisted much help from volunteers on the Friends of the Library's St. Patrick's Day Pre-Parade/TREPS

Marketplace event on Saturday March 23rd! From face painting and crafts to muffin baking and coffee brewing, the volunteers came through and the library enjoyed a morning of St Patrick's Day cheer and TREPS marketplace support—right until the time the parade started in the pouring rain. By closing time that Saturday, the door count boasted over 900 people who visited our bustling library that day.

We received the approval for our grant proposal to LLNJ on February 21. LLNJ offers a Professional Development Subsidy request each year and our request for \$450 for our intention of having our full-time Head of Circulation, Dawn Curran, attend "Advanced eCourse: Reference Skills for Non-Reference Librarians." It is a 12 week eCourse, and each week we will rotate a different part-time circulation person to attend with her depending on the subject of the lesson and the staff schedule. Each week, Dawn will have a circulation staff meeting to go over what was learned at that week's eCourse. By the end of the 12 week program, Dawn and the circulation staff will have the knowledge from the entire eCourse and be able to get our patrons underway on their quest for reference information.

Last month I told you about Winky the Therapy Dog who visits us once a month with her human Lynne Petermann so emerging readers can read aloud to her. I told you that NJ.COM requested to do an interview with Lynne and to film our scheduled therapy dog, which they did in February. We received permission slips from all of the guardians of the children involved and waited for the posting online. Our patience paid off when on April 3rd the charming video hit the NJ.COM site at <https://fb.watch/rd5Mb2c6d2/> Check it out!!!

March 27th found the library closed to the public in order to accomplish our staff in-training day:

The morning hours of the day had the staff being trained by our own official NJLA AI Ambassador Heather Caldwell on AI uses for libraries. She highlighted AI literacy facets we should know about before making AI recommendations to patrons such as AI terminology, set-backs and AI tools. Each staff member was given a chromebook to practice AI skills under Heather's coaching.

Staff was working in the afternoon as a team moving furniture around the library to accommodate and reorganize several book collections, mostly in the Young Adult area.

STEM coordinator Heather Caldwell has been deeply immersed in the eclipse planning. Most plans began well before the partial eclipse that happened in October. In December 1923 she applied for and received the Jay M. Pasachoff Solar Eclipse Mini-Grant from the American Astronomical Society's Solar Eclipse Task Force, supported by the National Science Foundation. This grant allowed our library to purchase special equipment for collecting weather data and making eclipse observations. Heather made weekly visits to the Hewitt school to work with the student Data Detectives in collecting weather data until the eclipse. Heather acquired eclipse glasses from the Space Science institute, in collaboration with StarNet and the Gordon and Betty Moore Foundation, as well as the AAS Solar Eclipse Task Force. With the Observation Station, Ringwood Library is a participant in the One Million Acts of Science for Citizen Science Month, as promoted by SciStarter and the Network of the National Library of Medicine.

Around 10:20am on April 5, an earthquake shook the library enough for me to call for an evacuation of the library. The evacuation ran very smoothly with help from all staff on hand. We stayed on the opposite side of the walkway until I received an all clear from my call with Ringwood Police, maybe 10 to 15 minutes outside. The evacuation affected approximately 25 patrons and staff, many patrons very young in age and I was pleased with everyone's, including the youngster's, cooperation. Seeing that the epicenter was in central New Jersey, I determined that any aftershocks we might get would probably not warrant an evacuation. Sure enough about 10 minutes before closing time at 6pm, we felt an aftershock but we all stayed put.

How do we beat an earthquake for library closings? The next day April 6 there were flooded bathroom floors in the basement due to water from the grates in the floor of our basement restrooms overflowing just short of the doorjamb to the hallway rug. With all of the rain we have been receiving, our ground is saturated and with each toilet flushed in the library it has nowhere to be absorbed and may be compounded with backed up blockage. While I could have simply made the restrooms out of order and prohibit usage, it is not legal for public buildings to not have public restrooms available during open hours. So with 3 hours left in our schedule, we closed so no more toilet flushing can push the water level up for even deeper flooding. We will monitor the water levels very closely, and cross our fingers that the water recedes naturally.

Statistics: March 2024

Information requests: 588

New Borrower Registrations: 23

TOTAL Collection Count: 48,034

Count of Active Users: 5,253

Notary sessions: 27

Door Count: 7,672 (1,507 more than Feb; 2,774 more than Jan)

Circulation: 4,779

Transits Delivery total packages sent: 497

Transits Delivery total packages received: 531

Total Attendance at Adult/New Adult Programs: 698

Total Attendance at Juvenile Programs: 549 (57 showed up on March LEGO night!)

Total Attendance at YA/Programs: 9

Total Attendance at STEM Programs: 226

Meeting Room usage: 12 sessions\ 146 attendance

Website Page Views: 1,340

Newsletter Deliveries: 4,149 Opens: 3,310

Facebook contacts: 7,029

Instagram contacts: 354

YouTube contacts: 265

Libby E-Checkouts: 954

Hoopla Checkouts: 768 Hoopla Cost: \$1,781.18

Respectfully submitted,

Wendy Sandford, Library Director

Assistant Director's Report by MaryEllen D'Elia

03/09/2024- 4/5/2024

Grants –In-development or In-process (bold means awarded):

LLNJ Training Grant (\$500.00, rolling deadline): \$450.00 awarded for staff training: Reference Skills for Non-Reference Librarians

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**

Other

- 3/11 referred possible Eagle Scout project to Borough for approval before moving forward; project would entail a series of accessible raised garden beds and a walkway behind the library.
- 3/13 Customer Service Signs for Librarians class
- 3/14 Programming meeting for spring break week and summer reading
- 3/15 reported an alarm in the HVAC computer system about filters to the Borough for follow-up with PJM if needed
- 3/15-16 NJ Makers Days: Trep\$ students came to the event to prep their marketplace booths
- 3/16-4/30 artist Leila Noueihed hanging on art wall
- 3/19 Introduction to Proposal Writing webinar
- 3/20 Customer Service Signs for Librarians class
- 3/22 Pre-parade and Trep\$ set-up
- 3/23 Trep\$ Marketplace was a rousing success with most vendors selling all inventory. Profits ranged from \$80.00 to just under \$1,000.00. Trep\$ program ended on 3/28
- 3/23 roof began to leak from an access panel behind the patron computers. 3/25 Borough had roofers come out to fix the leak, no further leaking problem since then.
- 3/25 employee reported a problem with W2; paychex needs to merge two profiles under the SSN (wrong spelling of last name for one profile). This is in process and I will follow-up with Paychex and the employee once it is resolved. I was told the turn around was 4-6 weeks and I am monitoring it.
- 3/27 Library in-service and floor move: Heather trained staff on AI; YA, YA non-fiction, and Audiobook collections were moved, furniture in YA was moved; study carrels were moved. Call placed to Borough for work order to help remove study carrel that we are discarding. Auction was attempted but no takers the two times it was listed and no libraries are interested in it.
- 3/28 Borough Safety Meeting, including title 59 training: we will work with the Borough to implement new safety procedures for cold weather to avoid problems on the bridge
- 3/28 PALS Plus membership meeting in our basement
- April 1-6 is Spy Week at the library featuring innovative challenges and activities for all ages
- 4/1 Eventkeeper was down temporarily; the problem was resolved same day
- 4/2 Spoke to Rob McNinch of Weilkotz & Co., auditors, about preparing 2022 and 2023 taxes and 2023 audit. He will be getting me an agreement letter for the board to review.
- 4/3 Set up Friends President and Secretary with Ringwood email addresses
- 4/3 front door is not fully operational, work order placed with Borough.

Assistant Director's Report by MaryEllen D'Elia

03/09/2024- 4/5/2024

- 4/3 work order placed with Borough for eventual movement of the Vivian Milligan bench to the front of the library from its current position on the side by the new garden. Work will happen at DPW's convenience and dependent upon the weather since it will need to be cemented in place.
- 4/3 Borough removed old study carrel.
- 4/4 Spoke to Wayne Mann about Vivian Milligan bench plans.

Respectfully submitted,

MaryEllen D'Elia