

**Ringwood Public Library**  
30 Cannici Dr., Ringwood, NJ  
**November 18, 2024**  
**Open Session Minutes**

Attendees: Amy Boyle Geisel, Robert McKay, Jennifer Hsu, Hina Mehta, Regina Ledgerwood, Linda Schaefer, Jane Mathews (arrived late), Wendy Sanford, Director and Mary Ellen D'Elia, Assistant Director

Abs: Leona Kumagai

If any members of public: None

Amy Boyle Geisel, Board President called the meeting to order at 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.

A motion was made to Open Public Session-1

Motion Made by: Robert McKay

Seconded by: Jennifer Hsu

Passed by: All

Abstained by: None

**Open Public Session 1 – Consent Agenda**

**Consent Agenda +**

- [Directors' Report](#)
- [Assistant Director's Report](#)
- Approval of annexed [Minutes](#) of open session of the October 21, 2024 Board Meeting

*+ = 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.*

Table the Minutes as there is no Quorum at the time.

Motion: Jennifer Hsu

Second: Linda Schaefer

Pass: All present

Abstain: None

**Regular Agenda**

- Board Comments

Many community members love the poster printer – should advertise more about the printer.

Send the proposed changes of By-laws that people do not know, RPL will send it with a new cover letter

Thank Yollete Salvi for being on the Board

Election: On the slate and open to the Association Membership regarding write-in candidates.

School – RPL connection benefits the community

Eventbrite: They are sunsetting the program as of Oct 31<sup>st</sup>, looking at other vendors for the website and registration

Ballast – over the summer, Boro has to replace them all LED

YA attendance increased – as we now have a YA coordinator.

- Finance Report discussed

Annual Drive: almost \$15k

Expenses – spending is within norms.

Budget of library delivery service will increase in the PALSplus community

Budget is overall in good shape

- [Review of October Board Reports](#)
- Authorization of bills to be paid
- Includes Poster printer bills

Motion: Jennifer Hsu

Second: Robert McKay

Pass: All

Abstain: none

- Authorization for Executive Committee to approve payment of December bills in lieu of Board Meeting
- [Audit](#) and Taxes update ([2022](#), [2023](#))
  - Plan to audit every year and the business is in order
- Since there is no December meeting The Board executive committee approves the bills for December.

Motion: Jennifer Hsu

Second: Hina Mehta

Pass: All

Abstain: none

- Payroll update – seeking vendor
  - Directors Comments
- ALA grant – hobby can be a form of literacy: mah jongg, lego, pokeman club, chess, etc.
- Concert – about 70 people – “world music” was a success!
- Friend’s Report: Book sale – was a great success as hoped.
- Artisan fair - 10-4, crafts from Sketching group, bookmarks from Eileen Manley, some book sale, good money made, need more PR and Friends needs more members -
- Old Business
    - Capital Reserve Policy Update (tabled until auditors review and approve)

- Annual Appeal Status Update  
Reaching \$15K
- HR Policies Review Committee: Robert McKay and Regina Ledgerwood  
Entire HR section can be reviewed by April 2025
- Nominating Committee - approval of full slate of candidates

Approve the following slate for election in December:

Amy Boyle Geisel  
Jennifer Hsu  
Linda Schaefer  
Jane Mathews  
Yolette Salvi – Resigned as of today

Motion: Jennifer Hsu  
Second: Regina Ledgerwood  
Pass: All  
Abstain: Each one abstain for themselves

- Outdoor Book Drop/Foundation Grant update
  - Director seeks approval to accept a grant in the amount of \$7,000.00 from the Ringwood Library Foundation for the purpose of purchasing and installing an outdoor book drop in coordination with the Borough of Ringwood

Motion: Regina Ledgerwood  
Second: Jane Mathews  
Pass: All but Hina Mehta  
Abstain: Hina Mehta

- Bridge dedication update instead honor a longtime volunteer with a sign on the Circulation Desk - “\_\_\_\_\_ Welcome Center”

Motion: Jennifer Hsu  
Second: Linda Schaefer  
Pass: all  
Abstain: none

- Motion to accept the revised [Shared Service Agreement](#) between PALSPlus and members of the consortium. Motion to pass the proposed resolution and grant the authority to sign the agreement.

Amy Boyle Geisel and Robert McKay signs the agreement

Motion: Hina Mehta  
Second: Jane Mathews  
Pass: All  
Abstain: None

- Review [website](#) and authorize Director to contract with an yet to be named events calendar vendor once staff have settled on a suitable solution  
Hiring Cyberoptik – \$3500 cost includes – Migration and mirror design it ensures ADA compliance

Motion: Robert McKay

Second: Hina Mehta

Pass: All

Abstain: none

### **New Business**

- Authorization to purchase 4 desktop computers to be used in staff and patron computer upgrades. The price for the computers will be \$695.00 each for a total of \$2,780.20  
Comes through PALplus e-rate discounted rate.

Motion: Hina Mehta

Second: Regina Ledgerwood

Pass: all

Abstain: none

- Approval of [2025 Holiday Closure Schedule](#) and

Motion: Jennifer Hsu

Second: Hina Mehta

Pass: All

Abstain: None

- Revision of January 2025 meeting date to Jan 27<sup>th</sup> 2025

Motion: Hina Mehta

Second: Regina Ledgerwood

Pass: All

Abstain: None

- [PalsPlus 2025 Voting Representative Resolution](#)

Motion: Hina Mehta

Second: Linda Schaefer

Pass: all

Abstain: none

### **Close Public Session 1**

Go into Exec session at 8:55 pm

Motion: Jennifer Hsu

Second: Hina Mehta

Pass: all

Abstain: none

Close Executive Session and **Open Public Session 2** at 9:36pm

Motion: Jennifer Hsu

Second: Hina Mehta

Pass: All

Abstain: None

No public comments, close open public session:

Motion: Robert McKay

Second: Linda Schaefer

Pass: All

Abstain:

**Adjournment at 9:37pm**

The next meeting of the Board of Trustees of the Ringwood Public Library will be at 7:00 PM on Monday, December 9, 2024. This will be the Annual Membership Meeting and it will take place in the Ryerson meeting room.

Respectfully submitted,

Hina Mehta

11/18/2024