

Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
October 21, 2024
Open Session Agenda

Call to Order at 7:04pm by RM

Attendees: Robert McKay, Jennifer Hsu, Leona Kumagai, Hina Mehta, Linda Schaefer and Wendy Sandford, Director.

Absent: Amy Boyle-Geisel, Jane Mathews, Regina Ledgerwood, Yollete Salvi and Asst Director Mary Ellen D'Elia

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

No public session needed as there is no public.

Motion: Linda Schaefer

Second: Jennifer Hsu

Pass: All Present

Abstain: None

Consent Agenda +

- Directors' Report
- Assistant Director's Report
- Approval of annexed Minutes of open session of the September 16, 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.

Regular Agenda

- Board Comments
Paint and sip was a success.
Book sale was a success as it has been in the past.
About 101 boxes of books were left that were donated.
Thursday the book vendors had come.
There were enough volunteers except on Thursday.

- Finance Report: Overall budget is as expected and in control.

State funding comes in Oct which is designed for 2025

Auditors are still working

Waiting on Boro for a line item and some procedural questions

Annual appeal funds still coming in.

Budget Meeting with Boro on Oct 30 –

- Review of August Board Reports
- Authorization of bills to be paid
- Audit and Taxes update

Motion: Linda Schaefer

Second: Hina Mehta

Pass: All

Abstain: None

- Quickbooks and Payroll update: Payroll over to Quick books from January
Current Pension recipients have elected to continue adding their match to their gross salary; new participants will receive their match as an employer contribution.

- Directors Comments:

A patron gave a thank you letter to the circulation desk staff.

Grant for Ringwood in a box: a lending trunk for 4th graders with artifacts and miners costume, etc. for homeschoolers, seniors, etc.

YA programming is rebuilding and showing great promise. YA now has an appeal to a wider interest group of programs.

- Friend's Report: Thursday night meeting - thankful to the volunteers for Book Sale

- Old Business

- Capital Reserve Policy Update (tabled until auditors review and approve)
table it till next month.

- Annual Appeal Status - donations still trickling in. We will send the new one in January. We are glad that the community keeps RPL in mind all year long.
- By-laws revision review and approval: Discussed, board decided to remove the proposed term limit for officer positions and revisit in 2025. All other changes were accepted.

Motion: Jennifer Hsu

Second: Leona Kumagai

Pass: All

- HR Policies Review Committee

Table it now.

- Nominating Committee - presentation of the slate of candidates for approval by the board.

Recommend the slate to the Board for approval for Nov Meeting

Members on the Slate:

Yolette Salvi
Jane Mathews
Amy Boyle - Geisel
Jennifer Hsu
Linda Schaefer

Motion: Robert McKay

Second: Leona Kumagai

Pass: the motion carried but without a quorum as Trustees had to abstain for their own nominations. The board approved the slate provisionally so that the membership package could be sent. The full board will vote to accept the slate at the November meeting.

Abstain:

- Security Consultant Update
Trustees to read and we will discuss next month
- 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
 - No Quorum so we cannot vote on it.
- Bridge dedication update - The Borough asked that we not name the bridge as we requested. Instead we will look for another, appropriate way to acknowledge the person in question.

New Business

- Approval of draft mailing to the membership ahead of the Annual Meeting

Motion: Linda Schaefer

Second: Hina Mehta

Pass: All

Abstain: None

- Approval Of January and December 2025 meeting dates proposed: January 20, 2025 and December 8, 2025

Motion: Linda Schaefer

Second: Hina Mehta

Pass: All

Abstain: None

- Approval of closure at noon for staff holiday luncheon on Friday, December 13, 2024.

Motion: Robert McKay

Second: Hina Mehta

Pass: All

Abstain: None

- Pre-authorization of budgeted expense of up to \$600.00 for staff holiday luncheon paid for by the Friends, provided they approve the expense.

Motion: Hina Mehta

Second: Linda Schaefer

Pass: All

Abstain: None

- Minimum wage increase as of January 1, 2025.
From \$15.30 to \$15.45
- Cancellation of Eventkeeper Events Calendar service

3 other vendors are being looked at

- Proposal to add a fee for staff time to poster printing fee schedule
Service Charge \$40/hr with 15 minute increment

Motion: Hina Mehta

Seconded by Jennifer Hsu

Pass: All

Abstain: None

- Vote to accept a grant from Passaic County Cultural & Heritage Council for \$3,000.00 with a \$1,500.00 match,

Motion: Linda Schaefer

Second: Leona Kumagai

Pass: All

Abstain: None

Open Public Session 2

No Public Members so no public session needed

Executive Session: Not needed

Adjournment: 8:59pm

Motion: Robert McKay

Second: Jennifer Hsu

Pass: All

Abstain: None

Next meeting on November 18th