

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
Open Public Session  
***August 19, 2024, 7 pm***

Attendees:

Amy Boyle Geisel, Jennifer Hsu, Robert McKay, Leona Kumagai, Jane Mathews, Yolette Salvi, Hina Mehta, Library Director Wendy Sandford and Assistant Director, MaryEllen D'Elia

Absent: Regina Ledgerwood and Linda Schaefer

If any members of public: None

Notes

- Meeting call to order at 7:03pm

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**

Motion by: JENNIFER HSU

Seconded by: HINA MEHTA

Passed by: All

Abstained by: None

There were public comments. Received a thank you card from the Ringwood Ambulance Corp for participating at the "Volunteer Day"

**Consent Agenda +**

**Motion by: JENNIFER HSU**

**Seconded by: HINA MEHTA**

**Passed by: All**

**Abstain: None**

**Regular Agenda**

- Board Comments

Titanic fundraiser organized by Friends was a huge success, it was a huge undertaking and people (guests) dressed up, the presenters were great. Friends made \$1697

Friends need membership support and people who would help for events, need volunteers to sign up and carry out the events. And put messaging out to community members

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- Finance Report: There was a discussion about the July Board reports including income and expense.

- Authorization of bills to be paid

List of Bills:

A member questioned about Stewart Business expense, which was clarified that it is our patron and admin copiers

All bills were voted on.

Motion Made by: JENNIFER HSU

Seconded by: ROBERT MCKAY

Passed by: All

Abstained by: None

- Audit and Taxes update

Some docs were sent to auditor while they have access to Quickbooks,

- Quickbooks and Payroll update:

Now that we are on Quick books, it is easy to find any item in question

- Directors Comments

Request to apply for Foundation grant money to create a drive-up book drop

Motion by: ROBERT MCKAY

Seconded by: JENNIFER HSU

Passed by: All but HINA MEHTA

Abstained by: HINA MEHTA

- Friend's Report:

Upcoming on Thursday September 26<sup>th</sup> \_JENNIFER HSU and HINA MEHTA will help Paint and Sip: BYOB \$40 and snacks. Friends will pay Artist, canvas, etc.

- Old Business

- Capital Reserve Policy Update (tabled until auditors review and approve)

- Director's Review Committee (moved to Executive Session)

- Annual Appeal Status Update: \$14K+ still on going.

- YA Candidate update: Will discuss in the Executive Session

- By-laws revision review: The committee will meet to review in person if possible.

**New Business**

- Convene Committee to review Finance policies

Finance policies will be done by August – Nov

Finance Committee: JENNIFER HSU and Linda Schaefer, or back up is HINA MEHTA

- Convene Committee to review HR policies over the Aug 2024-2025 time period and establish a methodology to tackle the bulk of policies for review

Table it for now, we can talk about in September

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- 2025 preliminary budget discussion: various board priorities were discussed and pricing will be sought as well as a plan and timeline for implementation where possible.

Move out of Public Session1 to go into Executive Session at 8:42pm:

Motion by: ROBERT MCKAY

Seconded by: LEONA KUMAGAI

Passed by: All

Abstain: None

Move back into Public Session2

Start of the PS Time: 9:18 pm

Motion by: ROBERT MCKAY

Seconded by: LEONA KUMAGAI

Passed by: All

Abstain: None

No items to discuss.

Adjournment:

Adjournment Time: 9:18 pm

Motion by: ROBERT MCKAY

Seconded by: Linda Schaefer

Passed by: All

Abstain: None

The next meeting of the Board of Trustees of the Ringwood Public Library shall be at 7pm on Monday, September 16<sup>th</sup> upstairs in the library..