

Library Association of Ringwood Inc.

Ringwood Public Library ("RPL")

Board of Trustees Meeting

Minutes

September 16, 2024, 7 pm

Attendees:

Jennifer Hsu, Robert McKay, Leona Kumagai, Regina Ledgerwood, Jane Mathews, Hina Mehta, and Yolette Salvi, Linda Schaefer, Library Director Wendy Sanford and Assistant Director, MaryEllen D'Elia; Absent: Amy Boyle Geisel

If any members of public: None

Notes

- Meeting call to order at 7pm
- By Linda Schaefer and seconded Jennifer Hsu

Robert McKay, Vice-President called the meeting to order, and he 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: Jennifer Hsu

Seconded: Jane Mathews

Passed: All,

Abstain: None

There were no public comments as there was no public present.

Consent Agenda +

- Directors' Report
- Assistant Director's Report
- Approval of annexed Minutes of open session of the August 19, 2024 Board Meeting

Motion Made by: Jane Mathews

Seconded by: Hina Mehta

Passed by: All

Abstained by: None

Regular Agenda

- Board Comments:
 - Wish Jennifer Hsu for her birthday and her commitment to RPL

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- Finance Report

Finance report was discussed and it looks that everything is on track and there are no changes to be alarmed.

- Review of August Board Reports

- Authorization of bills to be paid:

Expenses and bills were discussed and approved

Motion: Hina Mehta,

Seconded: Jennifer Hsu

Passed: All

Abstain: None

- Audit and Taxes update: Auditor will be here October 1st – and also will discuss financials, etc.

- Quickbooks and Payroll update: QB is going well, there is nothing new to report

- Finance Committee report about 2025 draft budget presentation to Borough: The Finance Committee met with the Director and Assistant Director and approve the approach that will be taken at the Budget Hearing and with the preparation of the draft budget.

- Directors Comments: So proud that Heather Caldwell is an AI ambassador and mentioned in the Library Link, our NJ library consortium.

- Friend's Report: Sept 19th Meeting info; Sept 26th Paint and Sip need help,

- Karen Marcus asked via email for volunteers for Sat Oct 19th and other days.

Old Business:

- Capital Reserve Policy Update (tabled until auditors review and approve): Will move to next month
- Annual Appeal Status Update: Money continues to come in
- YA Candidate update: Moved to Executive Session
- By-laws revision review: Will receive red-line draft and vote it next month
- HR Policies Review Committee: will discuss next month

New Business

- Security Consultant update: Discussed
- Michael Cerrone – our lawyer ending library services at the end of the year
- Outdoor Book Drop/Foundation Grant update – a rough diagram was discussed.
- Approval of proposal to dedicate the "Bridge to Knowledge" in honor of a longtime volunteer: Eileen Manley. Proposal to Boro at the next meeting and we will discuss more after the Council Meeting.

- Approval of changes to Technical Services Assistant job description:

Motion: Jennifer Hsu,

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Seconded: Hina Mehta

Passed: All,

Abstain: None

- Website vendor relationship: Our current webmaster and host will end his services in October 2025. We need the website that is ADA compliant
- Convene Nominating Committee for Trustee Elections:
 - Robert Mckay will be the chair
 - Regina Ledgerwood will be the 2nd person in the nominating committee

Motion: Linda Schaefer

Seconded: Jennifer Hsu

Passed: All

Abstain: None

Open Public Session 2:

No members of the public so no need of the Public Session

Go into Executive Session 8:48 pm

Motion: Leona

Seconded: Regina

Passed: All

Abstain: None

Move back into Public Session from Executive Session

Start of the Public Session Time: 9:14 pm

Motion by: Hina Mehta

Seconded by: Linda Schaefer

Passed by: All

Abstain: None

Adjournment:

Adjournment Time: 9:17 pm

Motion by: Hina Mehta

Seconded by: Regina Ledgerwood

Passed by: All

Abstain: None

The next meeting of the Board of Trustees of the Ringwood Public Library shall be at 7pm on Monday, October 21st in the library's meeting room.

Respectfully submitted,

Hina Mehta

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9/19/2024