

Ringwood Public Library
30 Cannici Dr., Ringwood, NJ
June 16, 2025
Open Session Minutes

Attendees: Amy Boyle Geisel, Robert McKay, Jennifer Hsu, Linda Schaefer, Eleanor Young, Jane Mathews, Regina Ledgerwood Mary Ellen D'Elia, Asst. Director and Wendy Sandford, Director RPL.

Absentees:, Leona Kumagai, Hina Mehta,

Call to Order at 7:05 pm by Amy Boyle Geisel, President of the Ringwood Public Library Board of Trustees.

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

This Meeting will be run according to Robert's Rules as amended. In accordance with Robert's Rules and the Open Public Meetings Act, the Board will limit public comments to 2 minutes for each member of the public that wishes to speak. We ask each member of the public to state their name and address when they address the Board. Thank you.

Please use the time in this session for questions about any items in the Consent Agenda prior to their passage. There will be a second public session for any non-Consent Agenda items.

Consent Agenda +

- Director's Report
Motion To Approve: Jennifer Hsu
Second: Jane Matthews
All passes
- Assistant Director's Report
- Approval of annexed Minutes of open session of the May 19, 2025 Board Meeting Minutes
Linda Schaefer and Regina Ledgerwood abstain
Motion: Robert McKay
Second: Jennifer Hsu
All passes

Regular Agenda

Old Business

Board Comments

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Jennifer Hsu praised Mary Ellen and Wendy with a steady increase in programming while remaining on budget.

Amy Boyle Geisel: Collection has been paired down-Juvenile Non-Fiction and the librarian will be using foundation money to refresh the collection.

Volunteers Day was a rainy success, kids like the wheel

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- Finance Report

Jennifer Hsu presented the Finance report. Donations are steady for this time of year. Computer expenditures have not been completed yet.

From the report, it looks like expenses are exceeding income, but once borough checks come in, it will balance out.

- Approve Bills to be paid

Motion: Eleanor Young

Second: Bob McKay

All approve

- Audit update

He had a few questions, but most was clear

- Directors Comments

Burton Oh sent a message to the board thanking the library for participating in Volunteers day. Fridge is leaking so needs to be replaced

- Friend's Report

Sam's Friends Meeting 6/19 7pm

Paint and sip Volunteers needed 5:30-8 \$40pp

Summer Reading Kickoff 11-3 6/28 volunteers needed at 10am

August 9th Magician, end of summer reading

- HR Policies Review Committee (tabled until July 2025)

- Board Training:

Jennifer presented a training about Library Law; she reported that there is a new state library attorney. Hsu attended a zoom where the attorney was responding to questions in the chat. It was recommended that bylaws be revised every 5 years and a lawyer should review them. Additionally, an Independent attorney is better than borough attorney for our representation. Separate capital account and capital plan

- TD Bank/Provident Bank/Wells Fargo transition - Provident does not allow electronic payments, looking at other options

- Retirement celebration update: June 19 from 2-4 PM

New Business

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- Approval to appoint MaryEllen D'Elia in her current capacity as Fiduciary or authorized representative as of July 1, 2025 for the following: Borough bond, bank accounts with TD Bank and either Provident Bank or Wells Fargo Bank, TD Credit card account, TIAA Cref, Internal Revenue Service, NJ Division of Taxation, NJ Department of Consumer Affairs, NJ State Library, Venmo, Paypal, Paychex, insurance, and any other vendor requiring authorization and approval by the Board of Trustees to allow access and oversight of the library's accounts.

Motion: Regina Ledgerwood

Second: Jane Mathews

All Passes

- Approval to spend a maximum of \$11,000.00 from the 2024 Board Reserve for Network Upgrades Pals upgrades for equipment and firewall

Motion: Regina Ledgerwood

Second: Eleanor Young

All Passes

- Approval to spend up to \$1,200.00 from either the 2024 Board Reserve or the Friends of the Library for the retirement party for the Director.

Motion: Jane Mathews

Second: Linda Schaefer

All Passes

- Approval to change the Juneteenth holiday from a closure day for the library to a floating holiday for staff who receive holidays (Full-time and Part-time over 20 hours/week) for 2026, provided that the library include programming related to diversity, slavery, and similar issues on or around that day.

Motion: Jennifer Hsu

Second: Linda Schaefer

Passes: Regina Ledgerwood, Jane Mathews, Eleanor Young, Bob McKay, Amy Boyle-Geisel
Dissents

- Approval to reduce the cost for faxing charged to patrons from \$1.00 per page to \$0.25 per page. Director would like to change this because it should be looked at as a service to the community.

Motion: Linda Schaefer

Second: Jennifer Hsu

All: Passes

- Convene an ad hoc Fundraising Plan Committee to include the Director, Assistant Director, at least one Trustee, and at least one active Friends of the Library member. The work of this committee will be to create a formal fundraising plan for the library including big quarterly events and aims for fundraising efforts.

Motion: Bob McKay

Second: Jennifer Hsu

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All: Passes

Bob, Linda and Regina for committee

- Approval to hire one Library Aide to be ready to replace staff that are leaving when they depart for college in August. The position will be filled according to the current pay level for Library Aides and current job description.

Motion: Jennifer Hsu

Second: Bob McKay

All: passes

Open Public Session 2

Motion: Jennifer Hsu

Second: Bob McKay

All: passes

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Girl Scouts use the room sent a thank you for holding meetings in the library

Close open 2

Motion: Jane Mathews

Second: Jennifer Hsu

All: passes

Approve all discussion from Executive session

Motion: Eleanor Young

Second:Linda Schaefer

All:passes

Adjournment 9:58

Next meeting 7/21