

**Library Association of Ringwood Inc.**  
Ringwood Public Library ("RPL")  
Board of Trustees Meeting  
In person and Via Zoom  
**April 4, 2022 – 7:00 pm**  
**Minutes**

The meeting was called to order by President Amanda Beth McCormick Gillman at 7:03 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.

This meeting is being recorded.

In attendance: Amanda Beth McCormick Gillman, Amy Boyle Geisel, Kathryn Grant, Jessica Einreinhof, Jennifer Hsu, Linda Schaefer, Lauren Maguire, Ed Thomas, Library Director Dan Parker, and two members of the public.

**Consent Agenda**

1. Approval of annexed Minutes of open session of the March 7, 2022 Board Meeting (2 pgs.)
2. Directors Report
- 3: Tech Services
- 4: Youth Services
- 5: Report of Adult Services
6. Financial Update thru February 2022

A motion to approve the consent agenda, consisting of the items listed above, was made by Amy Boyle Geisel and seconded by Jennifer Hsu; it passed without objection but without the vote of Ed Thomas who had not arrived at the meeting yet.

**Regular Agenda**

**1. Friends Update**

Amy Boyle Geisel spoke about the success of the St. Patrick's Day pre-parade event. There was a discussion about the May 13 Collage fundraiser that is upcoming. The next meeting of the Friends will be April 28.

**2. Public Correspondence**

A letter from Karen Marcus was read to the Board praising the St. Patrick's Day event and all who were involved in it.

**3. Board Comments**

- Jennifer Hsu led a discussion of the causes of the decrease in concert attendance and what to do about it.
- Ed Thomas: expressed appreciation for the musical events at the library
- Linda Schaefer: The fish & chips truck is set for October 7; there will be a nominal cost increase that will mean in increase in the price to \$16.00 from \$15.00.
- Amy Boyle Geisel: raised questions about the number of items in the collection and the number of cardholding patrons.
- Jessica Einreinhof: asked about the opening hours of the library expanding

**4. Director Comments**

- The audit is complete; we are awaiting the final report.
- The State report has been filed.

- There is a plan underway for a Family Carnival on Saturday, May 21<sup>st</sup> as a precursor to Summer Reading in June. In the fall there will be another family event to herald the return of story time and Fall programming.
- The library received a grant to provide Telemedicine equipment and support to patrons. 3 iPads as well as some other medical equipment will be available for check-out to patrons who need to have online doctor appointments, therapy sessions, or job interviews. Patrons can either use the equipment on-site with staff support or take them home. All data will be automatically wiped from the iPads once the unit is returned to the library. The iPads must be used for the grant purpose until at least September and then they are clear for all library use. A request to help publicize the program was made.
- CLIA has agreed to take possession of the staging equipment.

#### **5. New Business:**

- **May Meeting Date Change:** After a discussion, Amy Boyle Geisel made a motion to cancel the May meeting of the Board of Trustees. It was seconded by Jennifer Hsu and passed unanimously.
- **Piano Repairs:** There is a need to repair one of the pedals on the piano. Amy Boyle Geisel made a motion to approve up to \$750.00 to repair and tune the piano. It was seconded by Ed Thomas and passed unanimously.
- **Approval to purchase a new Cisco 48-slot Network Switch** for a cost of \$2,044.00 (PALSplus will order and install). There was a discussion about the need for one of the network switches to be replaced due to age and additional network capability to be added for future needs. Amy Boyle Geisel made a motion to approve the purchase and installation of the network switch for the cost of \$2,044.00. Lauren Maguire seconded it and it passed unanimously.

#### **6. Public Session**

Amy Boyle Geisel made a motion to open the public session. It was seconded by Linda Schaefer and passed unanimously. There being no comments, Amy Boyle Geisel made a motion to close the public session. It was seconded by Linda Schaefer and passed unanimously.

#### **Executive Session**

There was no Executive Session.

#### **Adjournment**

There being no further business, a motion was made by Amy Boyle Geisel and seconded by Jennifer Hsu to adjourn the meeting. It passed unanimously.

The next meeting of the Board of Trustees will be on Monday, June 6, 2022 at 7:00 PM.

The meeting was adjourned at 8:13 PM.

Respectfully submitted,  
MaryEllen D'Elia  
April 5, 2022