

Eisner Memorial Library 84 West Front Street Red Bank, NJ 07701
Phone: 732-842-0690 Fax: 732-842-4191 Website: redbanklibrary.org

Board Meeting of the Trustees Meeting Minutes January 19, 2023

Location: Library Meeting Room

- I. Call to Order: 657pm
- II. Open Public Meetings Act: Let the minutes reflect that, in compliance with the Open Public Meetings Act, notice of this meeting has been provided by notifying via email the Asbury Park Press, the Two River Times and redbankgreen and by filing the same with the Borough Clerk on January 12, 2023.
- III. Roll Call: Sara Siegler, Robyn Gedrich, Ann Goldman, Sue Viscomi, Stephen Hecht, Jim Whyte, Ann Ciabattoni. Absent: Jared Ramage, Mayor Portman, John Jackson
- IV. Approve Board Meeting minutes
 - A. Approve December 15, 2022 Regular Board Meeting Minutes: Motion by Ann Ciabattoni, 2nd by Jim Whyte. Abstain: Robyn Gedrich. Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.
- V. Treasurer's Report:

Bill List – Action Item: \$19,042.24 Motion by Sue Viscomi, 2nd by Sara Siegler. Abstain: None Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.
- VI. Director's Report:

CURRENT PROJECTS

NJCBG: The architect is working with the contractor to address some items for the Architect's review right before the holidays. They are catching up on all the miscellany and will address these soon.

ARPA Loose Ends: The two iMac desktops we purchased under this grant are installed in the YA area. A considerable delay in this project was the time spent attempting to complete a more significant, more complex IT issue that remains at large.

Cannabis Commission: The New Jersey Cannabis Regulatory Commission invites New Jersey residents and organizations to share their ideas about how cannabis tax revenue should be used. The Library Director once again registered to speak on behalf of increasing library funding.

Personnel Changes: Unfortunately, the Library said farewell to Matt Hershberger, whose last day with the Library was January 13th. Matt has been with the Library since 2018 and has provided IT support, website development, library electronic newsletter development, oversaw the Library's Sustainable Red Bank series, developed the Seed Library, and significantly expanded the Library's graphic novel collection. We wish Matt much success in all of his future endeavors. Despite the loss, Library Administration is looking at how best to rework this newly open position.

IT Vendors: Library Administration has been working on receiving quotes for a new IT vendor. The current vendor is no longer meeting our needs. The Library's increased technology holdings and recent attacks on municipal IT infrastructure warrant a more comprehensive IT management solution. We will look at starting work with this new vendor once our imaging software job is complete.

Capital Accounts: Prior to our unscheduled meeting with the new Borough CFO, we had notified our counsel to proceed with a formal letter to the Borough Administration regarding the moved funds in our capital account. The draft is included in the packet for board approval. We will update our counsel to send the updated letter upon the Boards approval.

Fire Code: There were three non-compliant issues on our last Fire Inspection, those items have been rectified and the Library meets the NJ Uniform Fire Code. A big Thank You to Terrence Walton and Timothy from DPW for remedying those issues quickly.

LMxAC New Consortium Director: Libraries of Middlesex Automation Consortium (LMxAC) has named Eric Lozauskas as its new Executive Director following a nationwide search. He will begin in his new role February 1, 2023.

SERVICES AND PROGRAMMING

Eisner Opportunity Lab: The Eisner Lab continues to provide workshops and one-on-one instruction to local residents. Workshops for January include: [Getting Started with Word](#), [Protect Yourself Online workshop](#), [Getting Started with Excel](#). February Workshops include: [Learn LinkedIn](#), [Getting Started with PowerPoint](#), [Microsoft Word Tips & Tricks](#). While the Library tries to establish IRS Tax Help, our Lab Instructors will provide computer assistance to individuals who are looking to complete their taxes. Our Instructors can not provide financial assistance or answer tax questions.

Family Game Night: Cathy Tobin has rebranded Teen Game Night at the Library and invites all members of the community to stop by to play some games and have fun at the Library on Tuesday January 24th and the following 4th Tuesday of the Month.

Family Story Time on Race and Diversity: Will highlight Martin Luther King's legendary *I Have a Dream* Speech and spark conversations about your dreams for the future. The video goes Live this Saturday on YouTube and Facebook.

International Lego Day: Saturday, January 28th stop by the Library and create and celebrate International Lego Day.

Constituent Services: Mobile Services through the office of State Senator Vin Gopal will be visiting the Library on January 18, 2023, from 1-4 pm. Representatives from Gopal's office will be on hand to assist residents with Veterans benefits, Medicare, Housing, and other needs.

LTAR: Will focus on Being Bold in Divisive Times. Join the Committee and Community as they share stories about how to be bold when faced with racial divisiveness. When we stand up for the truth, we are united.

STIM Kits: The Children's Library is debuting STIM Kits, which feature safe materials to stimulate the senses are available to the public upon request.

Gymboree of Red Bank will visit the Library and lead you and your little one in a session of fun and learning through age appropriate activities and play. Thursday January 26th.

Artist Display: This Month's Local Artist Display features watercolor paintings by Red Bank Local Joan Cichalski.

GRANTS

Affordable Connectivity Program Outreach Grants: The Library applied to participate in this grant opportunity. Materials were submitted on the deadline of January 9th. The Library would utilize those funds to continue the work in the Eisner Opportunity Lab, as we believe that digital literacy skills are just as essential as having connectivity. We hope this novel approach to the program – combining both assisting individuals with receiving this benefit AND training them on how to use the Internet once they can afford it – will position the Library above others.

RELATIONSHIP WITH THE BOROUGH

Story Walk: January's StoryWalk is The Cow Who Climbed a Tree by Gemma Merino, inspiring all to be just a tad more adventurous.

Red Bank Community Engagement & Equity Committee, formerly The Human Relations Advisory Committee meets the 2nd Tuesday of each month at 6:30 p.m.

Recreation: Oscar Salinas reached out to inquire about our backyard space for a Marine Mini-Camp this summer. We are also planning on meeting to discuss hosting a larger Hispanic Heritage Festival.

Finance: Candyce Valor and I will reach out to the CFO to tie up a number of loose ends and get updated access to 2023 Edmunds reporting.

RBPL IN THE PRESS

TapIn: Continues to republish the Library's weekly newsletter.

VII. President's Report: None

VIII. Committee Report:

- A. Personnel: plan to meet in early February.
- B. Buildings and Grounds: No meeting.
- C. Finance: plan to meet in early February.
- D. Policy Review Ad Hoc Committee: No meeting
- E. Strategic Plan Ad Hoc Committee: No meeting

IX. Foundation Report: The foundation met on January 9th and has double their members. The foundation is working on an event schedule for the year. The annual appeal has currently raised 17k. The next meeting is March 13, 2023.

X. Old Business:

XI. New Business:

- A. Approving Resolution 23-01 Temporary First Quarter Operating Budget.
Motion by Ann Ciabattoni, 2nd Sara Siegler. Abstain: None. Absent: Jared Rumage, Mayor Portman, John Jackson. Motion carried.
- B. Approving Resolution 23-02 Allocation of the First Quarter Operating Budget

Motion by Sara Siegler, 2nd by Robyn Gedrich. Abstain: None Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.

- C. Approving Resolution 23-03 Authorizing Library Director to sign contracts in an amount not to exceed \$5000

Motion by Stephen Hecht, 2nd by Jim Whyte. Abstain: None Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.

- D. Approving Resolution 23-04 Authorizing Assistant Director to sign contracts not exceed \$2500.

Motion by Stephen Hecht, 2nd by Sue Viscomi. Abstain: None Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.

- E. Approving Resolution 23-05 Authorizing Library Administration to share banking information for the purpose of the IF/Then grant reimbursement.

Motion by Sara Siegler, 2nd by Robyn Gedrich. Abstain: None Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.

- XII. Public Portion: The community member in attendance asked about assistance regarding our online resources and the difficulty she experiencing accessing materials. Candyce Valor assisted the patron during executive session to review the necessary account information to access these resources using her library card.
- XIII. Executive Session - Library Incident Update & Library Capital Account
- XIV. Adjournment: 747pm Motion by Stephen Hecht, 2nd by Jim Whyte. Abstain: None Absent: Jared Ramage, Mayor Portman, John Jackson. Motion carried.

Respectfully submitted,

Candyce Valor