

Eisner Memorial Library 84 West Front Street Red Bank, NJ 07701  
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**Board Meeting Minutes** January 18, 2024 | Time: 6:30pm | Location: Meeting Room

- I. Call to Order: 648pm
- 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 11, 2024.
- III. Roll Call: Sara Seigler, Ann Goldman, Suzanne Viscomi, Stephen Hecht, Marjorie Cavalier, Sarah Corrado, Cheryl Cuddihy, Robyn Gedrich, James Whyte, Laura Jannone. Absent: Mayor Portman
- IV. Approve Board Meeting minutes
  - A. Approve December 21, 2023 Regular Board Meeting Minutes Motion: Marjorie Cavalier, 2nd: Sara Siegler. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
- V. Treasurer's Report
  - A. **Bill List – Action Item: \$23,937.69** Motion: Sara Siegler, 2nd Sue Viscomi. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
- VI. Director's Report:

## **CURRENT PROJECTS**

**NJCBG:** We are still working with our Architect, the Contractor, and the elevator installer concerning the installation process. We have also reached out to our architect regarding calibrating the sensor on the exterior and interior doors and finishing some work in the lower level restroom. Initially, the elevator company suggested that the new elevator model could fit into the existing elevator door space as per project specifications.

**SHI Onboarding:** We are starting to complete the onboarding requirements after finalizing our contract with SHI. They should be in early February to start an intake and install their monitoring software on our systems.

**AARP Tax Assistance:** is slated to start February 6, 2024. We are finalizing details and advertising efforts for this essential community service. We met with Kathryn Hammond and Catherine Jeleniewski, Director and Reference manager from Middletown Public Library to coordinate scheduling efforts. Middletown Library has long been the host of the AARP tax preparation and are currently undergoing extensive renovations in their library which significantly impacts their capacity.

**But Wait, There's More:** We are planning a soft launch of the But Wait There's More Library of Things. The Website is nearing completion and we will be working closely with staff to tweak procedures and responsibilities before we do a full media launch of the items.

**Connectivity Program:** We have reached out to the State Library to work on dates for our connectivity program. We are hoping to coincide these with our social workers to make the library a one stop shop for residents.

**LED Ballasts and Interior TV Signage:** The electricians have completed the work on the ballasts and the outlet work for the television. There are some emergency ballasts that need to be replaced by state code and require a new quote. They are also awaiting a receptacle to place in the YA area. Overall, the library is now brighter and we hope to budget an additional 12 fixtures with LED in 2024. We will also mount the television in the next coming months.

**Eisner Opportunity Lab:** Our Instructor Emily Miller is back from her medical leave! Welcome back Emily. Unfortunately however we had to say farewell to Victoria Rubio who is now attending NJIT and pursuing her bachelor's degree in Computer Science. We will be posting for the second instructor position shortly.

**Retirement:** Long-time library employee and one of our great assets Linda Hewitt will be retiring at the end of this month. Linda has been instrumental in spearheading a number of the Library's outreach initiatives and developing our robust level of programming including the award-winning Let's Talk About Race Series. Management is working on her replacement, but we know those will be big shoes to fill.

## **SERVICES AND PROGRAMMING**

**100th Anniversary:** Our year long celebration commences, as we finalize our big plans for the year to come.

**Translation Service:** Our staff were able to develop a template specifically for the translation of Mexican Birth Certificates which will cut down on turnaround time for these documents. We have also placed a drop box on the front of the building which allows patrons to drop off a copy of the document they need translated.

**Let's Talk About Race:** This month's LTAR program will cover the Systematic Destruction of Black Leadership.

## **RELATIONSHIP WITH THE BOROUGH**

**DPW:** Terrance and Library administration are scheduled to meet to discuss the ongoing issue with the leaking roof.

**Department Head Meeting:** I attended the first Department head meeting with James Gant, the new Borough Manager. We discussed department goals and challenges.

**Senior Center:** We met with Jackie Reynolds from the Senior Center to discuss more collaborative programming efforts.

**The Basie:** On January 23rd, Count Basie will be hosting their Community Story Slam. Come, be a part of something greater than ourselves, and let the power of storytelling strengthen the bonds that define our community. The Storytellers were all participants of various CoLab/Count Basie StoryTelling Workshops including the two the library hosted.

## **RBPL IN THE PRESS**

**TapInto:** [Continues to publish our weekly newsletter.](#)

**Two River Times:** Covered the Library's 100th Anniversary in their paper edition.

**Red Bank Green:** The Library was featured as a location in an edition WHERE HAVE I SEEN THIS?

VII. President's Report: No report

VIII. Committee Report:

A. Personnel: Personnel committee met before the Board meeting, they discussed open

positions and moving forward in personnel changes.

- B. Buildings and Grounds: No meeting.
  - C. Finance: No meeting, will meet February 21, before the Board meeting.
  - D. Policy Review Ad Hoc Committee: No meeting.
  - E. Strategic Plan Ad Hoc Committee: No meeting. Our current plan will expire in 2026, there is a strategic planning zoom webinar on February 8th through the State Library that may help Board members understand the process.
- IX. Foundation Report: The foundation met on January 16, they need new members. If anyone knows someone who may be interested in joining the library foundation please reach out to Sarah Corrado.
- X. Old Business: None
- XI. New Business:
- A. RBPL 24-01 Resolution - 2024 Temp Budget Motion: Marjorie Cavalier, 2nd: Cheryl Cuddihy. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
  - B. RBPL 24-02 Resolution - 2024 1st Quarter Allocation Motion: Stephen Hecht, 2nd: James Whyte. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
  - C. RBPL 24-03 Resolution - Eleni Glykis Authorization Motion: Sarah Corrado, 2nd: Sue Viscomi. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
  - D. RBPL 24-04 Resolution - Candyce Valor Authorization Motion: Stephen Hecht, 2nd: Robyn Gedrich. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
  - E. RBPL 24-05 Resolution - Carryover Vacation Time Motion: Robyn Gedrich, 2nd: James Whyte. Abstain: None. Absent: Mayor Portman. All in favor. Motion carried.
- XII. Public Portion: None
- XIII. Adjournment 7:18pm motion: Sara Siegler, 2nd Robyn Gedrich. All in favor Motion carried.

Respectfully submitted,

Candyce Valor