

Board Meeting of the Trustees

Meeting Date: September 19, 2019 Meeting Time: 6:30 pm Location: Eisner Room

- I. Call to order at 6:31 pm.
- II. Open Public Meetings Act - read by Ann Ciabattoni.
Let the minutes reflect that in compliance with the Open Public Meetings Act, notice of this meeting has been provided by notifying the Asbury Park Press, the Two River Times, redbankgreen, and by placing a notice on the bulletin board at the Library and Borough Hall and filing same with the Borough Clerk on January 1, 2019.
- III. Roll Call -
In attendance: Ann Ciabattoni, Stephen Hecht, Joan Rothwell, Grace Sapphire, Sara Siegler, Suzanne Viscomi, Jim Whyte.
Not in attendance: Ann Goldman, Kathy Horgan, Mayor P. Menna, Jared Ramage, Staff attending: Eleni Glykis, Candyce Valor.
- IV. Approve Board Meeting Minutes:
August 15, 2019 Board Meeting Minutes approved.
Moved by: Stephen Hecht. Seconded by: Ann Ciabattoni
Abstained: Joan Rothwell
Motion carried.
- V. Treasurer's Report - none
- VI. Director's Report
 - A. Current Project Updates:
 1. Buildings and Grounds -
Demolition to the property next door is scheduled to begin in October. Formal notification will be sent prior to any work commencing. On Thursday, September 5th, approximately 4 parking spaces were blocked off due to complaints from a resident regarding the safety of the chimney on the 96 Front Street property. The cones blocking these parking spaces were removed by Tuesday, September 10th. The owners of the property indicated that the chimney was structurally sound and the spaces did not need to be reserved for any safety issue. The owners said that they would strap the chimney to ease the public's concern.
 2. Construction Bond Grant -
The Library is still waiting for a proposal from S.O.M.E. Architects. We have received proposals from DIGroup Architecture and Acari Iovino Architects. The application for the Bond Act has not been released yet. In a document on the State Library website, the State Library anticipates grant applications being due early 2020.
 3. Changes on the Main Floor:
We have decided to make changes to the Circulation area and increase our display space. In the future, we would like to place a large TV in the area to replace the small screen in front that is frequently overlooked. Then, programs events and news from the Library

would be prominently displayed.

B. Services and Programming:

1. Local History Room -

The Local History Room will now also be open on Wednesday nights from 6:00-8:30pm to allow the public more time to peruse the collections. In addition to opening it longer, we are looking into the Monmouth County Regrant Program to either purchase software to make the collections accessible online or to digitize the local directories dating back to the 1930's.

C. Outreach:

Maria Ramirez visited several businesses on the West Side to promote our October 9th Hispanic Heritage Month Celebration. She provided owners with a program flyer and letter which covered services and programs at the Library. Two restaurants said they would love to give us food for the program.

D. Staffing:

1. Staff Meetings -

We are going to be holding staff meetings on alternating Fridays. Meetings are open to all staff, and minutes will be distributed to all staff the next day.

2. Staff Development Day -

We would like to host a Staff Development Day on Wednesday, November 6th. The day will feature a workshop by Cindy Czesak entitle 'The Value of a Public Library'. Workshop topics include: best practices of exciting new service models in N.J. and the U.S, revising the focus of library service, and searching for partners and other funding resources. Board members are invited and encouraged to attend. A more formal announcement will be going out once everything is finalized. We want to open to the public that day at 5:00pm if possible.

E. Relationship with Borough:

1. DPW -

Eleni Glykis reached out to Cliff regarding a permanent solution to the wooden stairs out front and is waiting for a response.

2. Census -

Eleni Glykis met with Assemblywoman Yvonne Lopez, who put her in contact with her counterparts in Monmouth County, and also the local Census office. We are setting up a meeting for the end of the month. Additionally, representatives from the Census will be at the next LMx Meeting on Friday, September 20th.

3. Finance -

Library checks are delayed until after the Borough Council meetings, rather than after the signed purchase orders are delivered to the Finance Office. This delay has led to some problems with vendors. Quarterly payments of our municipal appropriation would resolve this issue. However, wo do receive other benefits from the Borough such as payroll management and pension payments.

F. Consortium and Memberships:

1. State Library -

Eleni Glykis attended the State Library's Experience Directors' Summit on September 5th at the Monmouth County Library Headquarters. The Summit reviewed NJ State Library Laws, and provided a question and answer period with Michael Cerrone, Esq. There was also an interactive workshop on understanding community needs and environmental scanning with Kristin Fonticiaro, Clinical Associate of the University of Michigan School of Information.

2. Edge for Libraries -

The Library was selected for this program for free for a year. Edge is a technology program that enables public libraries to assess their current technology services and operations, and make improvements to better serve their communities. There is a webinar on September 19th at 2:00pm which will explain how to use Edge effectively.

3. LMx Bylaws and Conflict of Interest Policy -

As a member of the Libraries of Middlesex, this Board is also a governing part of the Libraries of Middlesex. The Libraries of Middlesex are not the same thing as the Libraries of Middlesex County Automation Consortium. The Libraries of Middlesex is the parent organization of Libraries of Middlesex Automation Consortium and other initiatives such as Literacy Volunteers of Middlesex County and Books to Keep Program, and in cooperation with the Libraries of Union County, MURAL, a bi-county reciprocal borrowing arrangement. LMx now includes libraries in Middlesex, Monmouth, and Union Counties.

G. Financial materials and circulations statistics - in packets.

VII. President's Report -

- A. Ann Ciabattone discussed the importance of Trustees using their new email addresses. She also discussed the recent email she sent regarding Red Bank Library Trustee Training.

VIII. Committee Reports

- A. Personnel Committee - none

- B. Buildings and Grounds Committee - none

- C. Finance Committee - none

- D. Policy Review Ad Hoc Committee -

Eleni Glykis and Suzanne Viscomi met to discuss the Policy Manual.
Ann Goldman had a question regarding sick time.

- E. Strategic Plan Ad Hoc Committee -

Ann Ciabattone and Jim Whyte met on August 20th and went over the goals from the last Strategic Plan. They discussed what was accomplished and what

needs to be done.

IX. Foundation Report -

- A. The Foundation met in September. They discussed fundraising. Linda Hewitt is planning a Walking Tour of Historical Homes for the spring of 2020. The Foundation also discussed the Annual Appeal. Donation letters will be distributed after the December holidays.

X. Old Business - none

XI. New Business

- A. Approve Resolution 2019-09 Amending the LMx Bylaws.
Moved by Suzanne Viscomi. Seconded by Grace Sapphire.
Motion carried.
- B. Approve Resolution 2019-10 Amending the LMx Conflict of Interest Policy.
Moved by Sara Siegler. Seconded by Suzanne Viscomi.

XII. Public Portion - none

XIII. Adjournment at 7:14 pm.

Moved by Sara Siegler. Seconded by Ann Ciabattone. Motion carried.

The next Board of Trustees meeting will be held on Thursday, October 17, 2019 at 6:30 pm. Please notify Eleni Glykis with a copy to Ann Ciabattone at your earliest convenience if you will not be able to attend.

Respectfully submitted,
Grace Sapphire