

Board Meeting of the Trustees

Meeting Date: February 20, 2020 Meeting Time: 6:30 pm Location: Eisner Room

- I. Call to order at 6:35 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 Saphire, Sara Siegler, Suzanne Viscomi, Jim Whyte, Ann Goldman, Kathy Horgan, Jared Ramage.
Not in attendance: Mayor P. Menna, Luigi Laugelli
Staff attending: Eleni Glykis, Candyce Valor.
- IV. A. Approve January 16, 2020 Board Reorganization Meeting Minutes.
Moved by: Jim Whyte. Seconded by: Stephen Hecht
Abstained: Grace Saphire, Sara Siegler, Suzanne Viscomi.
Motion carried.
B. Approve January 16, 2020 Board Meeting Minutes.
Moved by: Joan Rothwell. Seconded by: Jim Whyte.
Abstained: Grace Saphire, Sara Siegler, Suzanne Viscomi.
Motion carried.
- V. Treasurer's Report -
A. Election of Officer – Suzanne Viscomi.
B. Bill List – Action Item to approve February 2020 payroll.
Moved by: Jared Ramage. Seconded by: Suzanne Viscomi. Motion carried.
- VI. Director's Report
A. Current Project Updates:
 1. Sewer Pipe Issue -
Issues with the sewer pipe have been resolved. DPW is looking to do an update to the line and is awaiting a quote for the work.
 2. Elevator –
The elevator's locking mechanism, which was replaced last year, has broken once again. We originally thought the part was under warranty. However, Savaria only extends a 36-month warranty with new installations. After installation, parts come with a 90-day warranty. Candyce is investigating this matter.
 3. Census 2020 –
The Complete Count Committee met at the Library on February 5th. Attending various community events was discussed to increase awareness of the importance of the Census.

Additionally, the Library is putting together a postcard-sized flyer with each group's logo that will be a part of Every Door Direct Mailer. The Library also plans on converting our rarely used Express Machine into a Census Kiosk, which would allow individuals to fill out the Census without having to log in to one of our public PCs.

4. Municipal Appropriation –

Eleni and Candyce met with Peter O'Reilly, Red Bank CFO, to discuss the transfer of our operating municipal funds from the Borough to the Library. Eleni reached out to Kathy Horgan, our Council Liaison, to inform her of the change in operations. The transfer of funds would exclude any payroll, fringe, and pension payments; it would be limited to our operational budget (materials, utilities, building, and technology expenses). During the meeting, we agreed that quarterly payments would be made to the Library on the 15th of February, May, August, and November.

5. Computer Updates –

We are still waiting to hear back from our IT consultant regarding what server would best suit the Library's needs, as an upgrade is necessary.

6. Local History –

We have begun using the Local History Room as a meeting space for the public. The reaction has been positive.

Our Borough Directories were recently digitized and are available on the web for anyone interested in researching their family or history of their home.

7. NJ Construction Bond Act –

The grant deadline will go live on March 9th with a submission deadline of April 6th. Eleni and Candyce had a meeting with the Borough Grant Writer and Ed O'Neil and Jill from SOME architects to review the Grant applications and requirements. We went over the plans and alerted the architects to some changes or corrections that we needed to make to ensure adequate room for the Children's Department staff to work in. We are awaiting a resolution from the grant writer to authorize the Board to apply for the grant.

8. Edge 2.0 Platform –

We have started the assessment of the Edge 2.0 Platform. The questions are primarily technology based.

B. Services and Programming:

1. Hip Hop Poetry with teacher, Holly Gluck started on February 5th. The program is having a decent participation. The 10-week program helps young writers share their stories. We did have some parental concern regarding some of the content of the course. Eleni spoke with the instructor and the parent regarding the course content. The issue has been resolved, and we are looking into continuing the discussion with a program, or Let's Talk About Race.

2. Historic House Tour will take place on May 9th. A logo was chosen from four wonderful renderings done for the Library by Julie from Trinity Church. Volunteers are needed to help with a reception to be held on Friday evening on April 3rd and May 9th, the day of the tour. Thanks to all the volunteers on the Historic House Tour Committee for their hard work.

3. Valentine's Day Party for Adults and Children –

This was a multigenerational program for adults and children. It was done in conjunction with the Children's Department. The program was a large success, with over 50 participants. Activities included Perler Bead creations, Valentine's cards and buttons.

4. Book Club done in conjunction with the Two River Theater and T. Thomas Fortune House: Gem of the Ocean to be discussed Thursday evening on February 27th. Follow-up Book Club is to be held at the Library after seeing the play, "Radio Golf", the final installment in August Wilson's 10-part series, The Century Cycle.

5. Let's Talk About Race:

Rick Gefkin from MCL will present a program on Slavery in Monmouth County.

6. Maker Day 2020 will be held on March 21st at the Library and Sira Williams will be participating at Maker Day at Red Bank Regional High School.

7. Teen Gaming –

With the addition of Super Smash Bros., Teen Gaming Night had several new attendees, the majority of whom were teens.

C. Outreach:

1. On March 2nd to March 6th, the Library will be visiting Red Bank Regional High School, Red Bank Primary School, and Red Bank Middle School. Sira Williams will be representing the Library. Additionally, Ms. Williams will also participate in a Panel Discussion for Red Bank Regional Early Childhood Advisory Board meeting on March 19th.

2. Marketing Plan –

Linda Hewitt, Cathy Tobin, and Eleni Glykis met on Thursday, February 13th to discuss a marketing plan for library events. They came up with a procedure on how to create events and will be formulizing a plan for outreach.

D. Staffing:

1. Staff Updates -

In addition to Sarah O'Connor resigning from her position, we are losing another Library Assistant. Jorge Barrios Jimenez informed us that he will be leaving. Jorge, who has been in Mexico because of a family member's illness, contacted his supervisor regarding his spouse receiving a job offer in California. After a couple of weeks of deliberation, he gave his notice in an email. Jorge will be back to work the week of February 16th, but he will only be with us until the end of February.

E. Relationship with Borough:

1. Red Bank Public Schools -

The Library is working with the Middle School to get access to Rosetta Stone for Spanish students. We are working with the school district to input students without Library cards into the system and provide them access to Rosetta Stone.

2. Displays at Borough Hall –

The Library will again be utilizing Borough Hall to display our Local History programs

F. Financial materials and circulations statistics - in packets.
2019 Year in Review – Infographic. Sharing with Council and the public
Website Analytics: For 2019 we were able to capture website analytics. We had 22,700 unique visitors and 23,300 total visit and 60,300 total page views, the majority of which are of our homepage. After that, our Calendar has the next highest traffic.

VII. President's Report - none

VIII. Committee Reports

A. Personnel Committee -

The committee will meet on Monday, February 24th, at 1:00 pm.

B. Buildings and Grounds Committee -

The committee will set up a schedule of meetings.

C. Finance Committee -

The committee will set up a schedule of meetings.

D. Policy Review Ad Hoc Committee -

The committee will set up a meeting.

E. Strategic Plan Ad Hoc Committee -

There was a meeting on February 12th. The RBPL Survey is in English and Spanish on the Library website. There will be outreach in the town's places of worship and schools about the Library's survey, and to discuss the importance of the Library in the lives of Red Bank residents.

The next committee meeting will be on March 11th.

IX. Foundation Report -

A. Beth Hanratty asked for the assistance of the Board members regarding Library fundraising.

The Foundation's next meeting will be on March 9th.

X. Old Business – Stephen Hecht asked about the Library's operating funds.

He wanted to know what the maximum amount of interest is the Library getting for non-allocated funds.

XI. New Business

A. Approve Resolution 2019-03 Apply for Funds to the NJ Library Construction Bond Grant.

Moved by: Jared Ramage. Seconded by Sara Siegler. Motion carried.

B. Approve Resolution 2020-04 Certification of Matching Funds.

Some Board members had questions about the language of the Resolution. The Board will meet again in the beginning of March to further discuss this Resolution.

C. Approve Resolution 2020-5 to authorize the Library Director to sign contracts in an amount not to exceed \$5,000 within the means of the draft and final budget approved by the Board for 2020.

Moved by: Joan Rothwell. Seconded by: Suzanne Viscomi. Motion carried.

XII. Public Portion –

Beth Hanratty asked for volunteers on the day of the Historic House Tour on Saturday, May 9th.

XIII. Adjournment at 7:30 pm.

Moved by Stephen Hecht. Seconded by: Jared Ramage. Motion carried.

The next Board of Trustees meeting will be held on Thursday, March 19, at 6:30 pm. Please notify Eleni Glykis with a copy to Ann Ciabattoni at your earliest convenience if you will not be able to attend.

Respectfully submitted,
Grace Saphire