

Board Meeting of the Trustees

Meeting Date: Thursday, April 2, 2020 Meeting Time: 4:00 pm Location: Online via Zoom
Public notified and invited to join via phone line with the agenda posted on the Red Bank Library website.

- I. Call to Order at 4:00 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 via email the Asbury Park Press, the Two River Times and redbankgreen and by filing same with the Borough Clerk on March 31, 2020.
- III. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Stephen Hecht, Kathy Horgan (Departed 4:20 pm), Jared Ramage (Joined at 4:22 pm), Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Joan Rothwell, Grace Sapphire, Mayor Menna. Staff attending: Eleni Glykis, Candyce Valor.
- IV. Approve Meeting Minutes
 - a. February Meeting Minutes had not been issued to the Board yet, so this item was tabled until the next meeting.
- V. Treasurer's Report –
 - a. As new Treasurer, Sue is now a signatory on the operating account. With Candyce, Ann, and Eleni she acquainted herself with the various accounts for the Library. Looked into finding interest-bearing accounts with better returns, but determined, given the current state of the economy, that status quo was suitable.
 - b. Spoke about asking Candyce to prepare a refresher course regarding the financial reports we get in each month's packet – things to look for and be aware of.
 - c. Also discussed revised protocols for paying operating expenses now that the Library is responsible for that process and it is no longer going through the Borough. Thanks to Eleni and Candyce for their guidance and preparation of these revised processes.
- VI. Director's Report
 - a. Current Project Updates –
 - 96-98 West Front Street (Rivermark by Mark Forman) luxury condo development next to Library. Work on that site to remove an existing oil tank which will disturb our parking lot is set to begin asap. Agreement with the Borough is being reviewed with our input to protect RBPL interests.
 - Census 2020 Working with LunchBreak and others. Teleconference done to seek ways to get people to respond for an accurate count. Added to backpack crew as an enclosure as well.
 - Looking to update our server and got a quote for about \$4,000. Stock is limited at this time. Also investigating possibility of buying through Borough cooperatives to achieve greater savings.
 - GSuite – We have secured our free access to GSuite. GSuite is a suite of cloud computing, productivity and collaboration tools, software and products

developed by Google. This will give us our own domain for staff email addresses and more flexibility than what we currently have with LMXAC email product and Microsoft products. Added more storage which allow greater collaboration potential.

- Red Bank Always Beautiful photo contest run as part of our Local History initiative. Go to <https://www.redbanklibrary.org/red-bank-always-beautiful-photo-contest-1> for rules, dates, and details. Anyone can participate as long as the photo is a Red Bank view. Top 6 entries are prize winners. We will be using Red Bank Gift Cards as prizes.
- b. Staff Updates – Staff has shown great resiliency, industry, and resourcefulness during this crisis. See remarks under COVID-19 for a list of the programming and efforts in effect during the closure. They have done excellent work in these very difficult circumstances.
- c. 2020 Budget - Budget for 2020. There are increases to cover equipment upgrades (copier and printers) and a staff promotion with additional compensation. While we are using reserve funds, that is beneficial posture at this time in that we don't show a large excess in funding going unused with each passing year. Will vote to approve today.
- d. COVID 19 –
- March 12 – All Library programming cancelled
 - March 13 – Closed the building to the public
 - March 20 – Closed the building to staff and assigned remote activities
 - Due dates for all loaned materials have been extended, expired cards renewed automatically by Consortium
 - Staff remote work – checking and responding to email and voicemail messages, participating in professional development webinars, planning future programming, promoting online resources and contributing content, brainstorming ways we can help future job seekers and small business owners.
- e. Services and Programming – Additional steps taken to enhance library offerings during COVID 19 crisis:
- Offering temporary library cards through our website (they are good thru July 2020) and allow holders to make use of our digital collections.
 - Expanded our Hoopla account to double our patrons' borrowing bandwidth.
 - Offer Virtual Storytime 3x/week via Facebook and on YouTube. Looking into bilingual offerings as well.
 - Virtual Power Play program has continued. Also expanding to adult version.
 - Virtual Belly Dancing to be offered. Daily trivia through our Instagram page.
 - Library blog by staff members <https://www.redbanklibrary.org/rbpl-staff-blog>
 - Extended Wi-Fi downstairs, so internet access for the public from the backyard area at the picnic tables is easier with stronger signal.
 - Purchased some extra software such as Zoom to manage virtual meeting set up.

- NJ Construction Bond Grant Application has been extended to June 5. We also used the existing narrative for another grant application to the HomeServe Foundation in the amount of \$20,000.

- f. Relationship with the Borough – With Borough Offices closed, we have noted an increase in cleaning activities at the RBPL by DPW. Floors cleaned and polished, bathroom floors power washed. Requested some painting and furniture moving be completed. A phone meeting with Business Administrator took place on March 31.
- g. Financial materials & Circulation Statistics in packets. We know that our social media presence and activity has grown tremendously as well as the digital titles we have lent. These will be reflected in next month's circulation figures in our packets. Candyce will send updated figures after this meeting.
- h. Asked that these stats be put together in a single graphic to tell the story of what we have been doing for the community during this crisis. We are the first public organization in Red Bank to have a virtual meeting since this crisis began. Eleni reached out to RiverCenter, the Red Bank Business Alliance and Lunch Break and to see how we can help small businesses. Staff will create a list of restaurants who are doing take out or delivery, not to endorse any particular establishments but just to make people aware of who is open. RiverCenter also has a list of businesses that are open. Kathy Horgan asked for these stats be issued to her for the Boro meeting for April 7.
- i. Sue mentioned that she has created and edited a video about completing the Library survey for the strategic plan. She is ready to release now that the Mayor is better and back in the office.

VII. President's Report –

- a. I think it is important that we keep the business of the library moving forward during this restricted period. Therefore, I would like to schedule another virtual meeting (in effect, our April meeting) on April 23, the time to be determined. Please check your calendars and advise me if that date is good for you after this meeting.
- b. I would like to recognize Eleni and the staff for their extraordinary efforts during this crisis to keep the Library's programs and services relevant and available to the public. In the staff blog (see link above), there are some WONDERFUL articles that are particularly relevant now. Just tremendous work, effort, and professionalism during the biggest global health crisis in our lives. We have determined to keep our payroll going during this emergency to preserve and maintain our staff.
- c. Historic House Tour set for May 9 has been postponed. We will reevaluate scheduling the event when restrictions are lifted. The town-wide yard sale is still set for the Fall – I don't have the date at hand. We will advise if there is a change in that event.
- d. There are a variety of online training opportunities for Trustees available through the state library. We should all take advantage of these. I will forward the links after this meeting.
- e. Eleni and I have spoken briefly about how we can help the community during (and as we recover from this crisis). She addressed some current ideas in her Director's report.
 - We plan to have job search and resume writing resources ready.
 - Alert local politicians know that they may send representatives here to meet with constituents about government resources for individuals and small businesses.
 - Offer healthy living concepts for diet and exercise to work off some of that stress eating.
 - We will keep brainstorming other ways the library can help the community.

- f. Finally, I am sad to report that board member and Secretary Grace Sapphire has resigned from the Board of Trustees this week. She asked that it take effect immediately. Motion made to reluctantly accept her resignation by Jared Ramage, seconded by Steve Hecht. Motion carried but we want to thank Grace for her hard work and enthusiasm during her time on the Board. If anyone is interested/willing to take on the office of Secretary, please let me know.

VIII. Committee Reports:

- a. Personnel Committee – Met on February 24. Talked about one resignation and filling two existing positions that are currently empty. Also discussed bringing interns on board in coming months, but some of this will be preempted by the health crisis.
- b. Buildings & Grounds Committee – Did not meet; however, Ann G. wanted to be sure that something negotiated long ago with the developer is followed. A sprinkler system to maintain the plantings that will form a border next to our parking lot must be included.
- c. Finance – Sue will organize a meeting in the near future for this committee.
- d. Strategic Plan – Committee met on March 11. Most of the discussion was about the online survey which had about 150 responses at that time. There was an issue with one question that had to be resolved. Mike Gordon, Foundation Bd. has done in-depth analysis of the responses to date for which we thank him. Ideas gathered to further market the survey. The proposed appearances at public meetings is on hold at the present time. A draft of a revised Mission Statement for the Library was prepared. Next meeting scheduled for April 8. Jim will work to get that meeting organized via Zoom, so progress can continue. Eleni mentioned that she will be doing an email blast to our patrons and will include a reminder about the survey, particularly the Spanish version as we have not had any responses in Spanish yet. We are up to 175 responses as of today.

IX. Foundation Report – We had been focused on fundraising for the Construction Bond grant. Unfortunately, the face to face meetings we had scheduled had to be postponed. Several grant applications were submitted as well as several large asks via letter. With the grant deadline pushed back, we will continue those efforts in an appropriate manner given current conditions.

X. Old Business – none

XI. New Business –

- a. Approve Resolution 2020-05 - Resolution to approved the 2020 Budget. Moved by Sue Viscomi and seconded by Sara Siegler. All present voted aye. Motion carried.
- b. Approve Resolution 2020-06 – Resolution to promote Sira Williams to Head Children’s Librarian and Children’s Outreach Coordinator as per job description attached (Supervisor Level 9 – Salary \$65,900.44/annum effective January 1, 2020). Moved by Steve Hecht, seconded by Jared Ramage. All present voted aye. Motion carried.
- c. Approve Resolution 2020-07 – Resolution to Adopt revised Financial Policies and Procedures now that our operating expenses will be paid directly by the Library. Moved by Sue Viscomi, seconded by Jim Whyte. All present voted aye.

XII. Public Portion – no public present, no comment.

XIII. Adjournment at 4:40 pm. Moved by Jared Ramage, seconded by Sue Viscomi. All present voted aye. Motion carried.

Respectfully submitted, Ann Ciabattoni