

Red Bank Public Library

Board Meeting of the Trustees

Meeting Date: Thursday, April 23, 2020 Meeting Time: 6:30 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 6:08 pm.
- II. Open Public Meetings Act – read by Candyce Valor
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 April 16, 2020.
- III. Roll Call - In attendance: Ann Ciabattoni, Stephen Hecht, Kathy Horgan, Jared Ramage (Joined at 6:15 pm), Sue Viscomi, Jim Whyte. Not in attendance: Ann Goldman, Joan Rothwell, Sara Siegler, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.
- IV. Approve Meeting Minutes
 - a. February Meeting Minutes. Moved by Sue Viscomi, seconded by Steve Hecht. Motion carried.
 - b. March Special Meeting Minutes. Moved by Steve Hecht, seconded by Sue Viscomi. Motion carried.
 - c. April 2 Meeting Minutes. Moved by Jim Whyte seconded by Steve Hecht. Motion carried.
- V. Treasurer's Report – Met on April 20. Discussed posture going forward as the Covid 19 restrictions ease. Cash flow is OK for now as expenses have been reduced to utility bills and contractual bills but no new material orders. The only increased expenses are for expanded digital subscriptions for greater bandwidth for more online users.
- VI. Director's Report:
 - a. Long Branch Public Library reached out to invite Red Bank Public Library to be a member of NJ Community Response Committee is not a state library effort, this is a coordinated effort with our Senator, key state leaders and libraries including representatives from the NJSL, two library county systems, and independent libraries. The committee will coordinate regional efforts to create a new civic infrastructure needed to not only respond to the crisis but also ramp up recovery.
 - b. Had a brief one on one with Ziad Shehady, Red Bank Borough Administrator discussing budgeting and predictions for 2021. The Library's allocation for this year is secured, since it is protected by legislation. The only municipal appropriation provided to the library from the Borough is via in-kind services, such as payroll. There was brief talk of two to three-month furloughs at the State Level which might trickle down locally, and we are unsure if furloughs were to happen in Red Bank, how/if the Library Staff which in the same union as the other Borough employees would be impacted.

Current Project Updates

- c. COVID19 – The latest news from the Governor's Office is that schools will remain closed until at least May 15. We believe this will follow suit for the Library – as opening when the schools are closed would not be conducive to social distancing.

At a supervisor's meeting, we discussed how we would phase in our reopening. Social distancing is going to be the new normal we think, for the remainder of the year. To maintain this new normal when we reopen to the public we may consider:

- o reducing seating, limiting computer workstations, staggering employee schedules to maintain social distance guidance
- o RE circulation – curbside pick up of materials and/or partnering with Parks & Rec to deliver books
- o keeping meeting rooms closed, closed stacks?
- creating sanitation stations for the staff and public, following IMLS guidelines for materials sanitation
- o continuing our virtual programming.

- d. 98-96 West Front Street: The Governor put a hold on non-essential construction; however, the remediation work on the property next store is considered essential. The company is waiting to hear back from the Borough Attorney regarding moving forward with the project.
- e. Census 2020: The Census committee teamed up with several agencies to get the word out as best we could during the crisis. The Library also purchased gift cards to give as prizes during our online trivia. We did trivia this time in English and Spanish. Our Spanish Trivia response was low. Overall, for the Census, Red Bank's response rate is 47.4%, slightly less than the state at 50.4%. We are going to do more advertising and maybe even a screencast on how to do the Census.
- f. Window Project Fundraiser – The Window Project Fundraiser started by the talented Sue Barr has passed its fundraising goal of \$1,000. We are all deeply touched to be so resoundingly supported by our community.
- g. 3D Printing and PPE equipment – I reached out to Long Branch, Monroe Public Library and Middletown Public Library inquiring about their 3D Printing capabilities and if they are using their 3D printers to print face shields for hospital staff. Monroe was the only library with a 3D printer to respond. It takes about 1.5 Hours to 3D print each part for the face mask and it costs about \$5.00 to produce an assembled mask. It is too costly and time consuming of an endeavor, especially with Monroe producing masks for numerous hospitals. We will look at different efforts to support front line staff. Our Belly Dancing and Zumba instructor Eryka Andrex is sewing masks. Linda Hewitt is as well. Plans to work with Police Dept to distribute to homeless, Parker Clinic, if needed, and so forth.
- h. Candid (the grant research software) We are holding off signing up for this service, as it is only able to be used in the library. This is a yearly subscription. We will procure closer to reopening date.
- i. Buildings and Grounds: The carpets were cleaned on the main floor, children's room, back office, lower level workroom, and lower level small office.

- j. We are also looking to schedule repairing the elevator so that it can be ready when we reopen to the public.
- k. We are completing Local Energy Audit through NJ's Clean Energy Program. The Local Government Energy Audit (LGEA) Program allows government agencies, colleges, and select non-profit agencies, to examine their facilities and see how they can improve their energy use. It is free but a rather lengthy application process. We have talked about this several times before but finally have time to put the application together.

Services and Programming:

- Temporary Library Cards: There was an uptick in the number of Temporary Library cards handed out. The cards can be procured online and used to participate in our digital services.
- Virtual Programs are still going strong. We have replaced our usual calendar with a COVID 19 Virtual Calendar on our website. The entries also include where the video can be found. There is quite a variety offered.
- The Library is still looking for submissions of poetry for National Poetry Month. These poems will be posted on our blog. Original or non-original submissions are accepted.
- National Library Week is April 19 – April 25th. We are looking to celebrate virtually in several ways:
 - Feature Staff Bios on our website. National Library Worker Day is Tuesday 21st, so we want to highlight the staff that day. We also want to feature Volunteer Bios, Board Bios Etc.
 - RAD Ball Activity Challenge – Sira and Maria have reworked their Song Ball to be a RAD Activity Challenge.
 - Virtual Author Visit on April 23rd with Valerie Bolling. She will be reading from her new book and holding an interview session.
- Other Virtual Programs in the works
 - Your Money: How to Survive and Thrive In a Crisis presented by Amy Green
 - Journaling program with ProjectWriteNow
 - Artist's Virtual Workshop
 - We are working with Risa Clay(career educator) to provide tutoring for students

Staff Updates:

- Staff are still creating content and hosting programs, participating in zoom meetings, professional development, writing blog posts, attending webinars, and keeping in touch with one another.
- Outreach Efforts: We are doing the best we can to reach out to our population, but we are also wondering how now we can assist the population without an internet connection.
- Reached out to Mayor and Council to provide them with library card numbers and information about the library's virtual resources.
- A field hospital opened near LMxAC office. The Red Bank Public Library has several weeded books/periodicals that we are willing to donate as the hospital is in search of materials to entertain patients.

VII. President's Report –

- a. If Trustees haven't already, please complete the Borough's Financial Disclosure form. This was sent to everyone's email address by Pam Borghi, Borough Clerk. Also Eleni asked for BOT participation in providing some details about ourselves as a continuation of her Meet the RBPL Staff promotion on the website.
- b. Once again, I wish to commend Eleni and her staff for their continued efforts to keep the library programs relevant and active, pursuing professional development opportunities, and seeking creative ways to push programs and services out to the public during this pandemic.

VIII. Committee Report

- a. Personnel – did not meet
- b. Building & Grounds – Jared indicated a meeting is in order and will be scheduled soon.
- c. Finance – Sue reiterated that sustainability is key to long term success of the library. Steve H. had some questions about reported amounts on several reports. Candyce will investigate and clarify or correct if necessary.
- d. Strategic Plan – Committee has been meeting via Zoom each week during the lockdown. Library's Mission, Vision and Value Statements have been reworked and committee is satisfied with results. At the last meeting we broke into subcommittees based on the top four responses from the public survey (key target areas where we should be focusing) in order to come up with potential Action Items for these target areas. This will lead us to specific tactical actions that we will pursue actively in 2021. We are considering having a standing committee that will report on the progress of these action items to the Board on a monthly basis and, if necessary, reassess and adjust the action item. Given that we are running ahead of schedule with planning, the committee will be reviewing the current plan to see what has been accomplished, what has not and why, and what should be carried over into the new plan. There is a lot of enthusiasm for this project.

IX. Foundation Report – no report as there has been no meeting.

X. Old Business – none

XI. New Business – none

XII. Public Portion – no public present.

XIII. Adjournment at 6:40 pm. Moved by Steve H., seconded by Jim Whyte. Motion carried.

Respectfully submitted,
Ann Ciabattoni