

Board Meeting of the Trustees

Meeting Date: Thursday, August 16, 2018 Meeting Time: 6:30 pm Location: Meeting Room

- I. Call to Order at 6:32 pm.
- II. Open Public Meetings Act – read by Jim Whyte
 - a. **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 and 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, 2018.**
- III. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Joan Rothwell, Jared Ramage, Grace Saphire, Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Kathy Horgan, Stephen Hecht, J T Pierson, Mayor Menna. Staff attending: Barbara Pickell, Candyce Valor.
- IV. Workshop –
 - a. Discussion of staffing and hours – Thoughts about bringing RBPL up to the standard hours for NJLA and funding from the State. Budget spreadsheets were provided showing current hours (41) and less staff versus adding hours with current staff levels (45 hours – pushing back Tuesday opening and adding Tuesday evening hours as well as Friday morning) and where that change would put the RBPL financially. In both cases, the result is a deficit. It is \$147,000 deficit by 2020 if we do not reduce staffing. This exercise is to give the Board food for thought. It is not a determination to make immediately but to consider as the 2019 budget preparation is underway. Barbara and Candyce are available to answer questions. Sue asked about raising other expenses if we are open longer hours like supplies or utilities, but Barb explained that utilities are maintained, albeit at lower level, to offer climate control in the building and for the preservation of the collection. We had been open 48 hours/week in 2014 when there was the Board upheaval. That has been a goal to get back to that level. Personnel salary and benefits is the biggest expense in our budget. Finance Committee will look at these numbers for expanded hours for current staff and present to Personnel Committee for consideration of the 2019 budget.
- V. Approve Meeting Minutes
 - a. July Board Meeting Minutes approved. Moved by Sue Viscomi and seconded by Ann Goldman. Motion carried.
- VI. Treasurer's Report – no report
- VII. Director's Report
 - a. Current Project Updates
 - i. Backyard updates – the benches are installed; the picnic tables are assembled and set up. The mural is completed. The RAD lab backpacks are being lent to young patrons and getting good use. RAD Lab programming going well.
 - ii. Computer and Technology projects – exterior lights and cameras have been expanded in the back. Electrical work contracted for has been completed throughout the building. The donated computer workstations are up and running in the Children's room –the large monitors and fast processors make for a great experience for the youngsters. We are deeply grateful to our anonymous donor. The YA and Adult workstations are scheduled to be installed on Friday, August 17. The Borough has had some issues in their building for

several days which has delayed this a bit but Matt Ryan is set to come in on the 17th. The SMART TV is installed and set up on its rolling stand. We thanks to the Foundation for their funding of this wonderful resource. Staff member Matt Hershberger has gotten a “baptism by fire” as he has gotten started as our technical librarian working on a variety of new technology additions and kudos to Candyce Valor as well for her ongoing technical support and expertise.

- iii. Additional building projects – The carpet is looking very tired and truly brings down the appearance of the library. We are seeking quotes to replace it. We are also seeking carpet cleaning quotes as our Plan B. Carpet replacement on its own is not capital expense unless it is a component of a larger capital project so it would not qualify under the NJ State Construction Bond guidelines.
 - iv. Miscellaneous happenings – some of our newspaper deliveries are going missing from the parking lot in the morning. We are looking for lock box option adjacent to the parking lot for easy delivery that is secure.
 - v. We received a check from Investors Foundation for yearbook digitization in the History Room in the amount of \$2,500.
- b. Staff Update - Looking to hire part time librarian and library page later in the meeting.
- c. Services and Programming
- i. Adult and Children’s Programming - Summer reading program is coming to an end soon. Walking tours of Red Bank led by Kathy Lou Colmorgen and beginning at the RBPL will start again in September.
 - ii. National Night Out – RBPL participated in this popular community event this year.
 - iii. Social Media Report – it is included in the packet.
 - iv. Archives Day Attendance – RBPL will be participating in October.
 - v. Strategic Plan is included in Board packet. This was developed as a 5 year plan in 2016 and we have addressed the initial three (3) goals. Looking for a new focus for the next term. Marketing library services may be a good choice. The Foundation has expressed an interest in this area of the plan as well.
- d. Financial Materials and Circulation Stats in packet

VIII. President’s Report – no report

IX. Committee Reports:

- a. Search Committee – first round of interviews for a new Library Director will be completed by month’s end.
- b. Personnel Committee – No meeting
- c. Buildings & Grounds Committee – Meeting scheduled for after tonight’s meeting.
- d. Finance – No meeting but one will be scheduled soon.

X. Foundation Report - no report.

XI. Old Business – In the past few years, we have skipped a Board meeting in September; however, this year there will be a meeting as there is a lot going on. Date is Thursday, September 20, 2018 at 6:30 pm.

XII. New Business –

- a. Establish an ad hoc committee for Policy Review – Volunteers - Sue Viscomi & Stephen Hecht

- b. Establish an ad hoc committee for By Laws Review – Volunteers - Ann Ciabattoni, Jared Ramage, and Grace Sapphire
- c. Resolution No. 2018-05 to hire a 12 hour/week librarian. Moved by Jared Ramage and seconded by Sue Viscomi. Unanimous approval by Board present.
- d. Resolution No. 2018-06 to hire a library page. Moved by Sara Siegler and seconded by Jared Ramage. Unanimous approval by Board present.

XIII. Public Portion –

- a. Helen congratulated the RBPL on Storywalk. She is talking it up among her friends and thinks the installation is fantastic.
- b. Jared offered the RBMS marquee to promote Library programs or events.

XIV. Adjournment at 7:07 pm. Moved by Sara Siegler and seconded by Sue Viscomi, motion carried.

Respectfully submitted,

Ann Ciabattoni

Next Board meeting is September 20, 2018.