

Board Meeting of the Trustees

Meeting Date: October 17, 2019 Meeting Time: 6:30 pm Location: Eisner Room

I. Call to order at 6:32 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, Ann Goldman, Stephen Hecht, Grace Sapphire, Sara Siegler, Suzanne Viscomi, Jim Whyte, Luigi, Laugelli.

Not in attendance: Joan Rothwell, Kathy Horgan, Mayor P. Menna, Jared Ramage, Staff attending Eleni Glykis, Candyce Valor.

IV. Approve Board Meeting Minutes:

September 19, 2019 Board Meeting Minutes approved.

Moved by: Suzanne Viscomi. Seconded by: Sara Siegler.

Abstained: Ann Goldman, Mayor P. Menna, Jared Ramage.

Motion carried.

V. Treasurer's Report - none

VI. Director's Report

A. Current Project Updates:

1. Buildings and Grounds -

a. Monmouth County Historic Preservation Grant:

There is a county matching grant that will cover projects focused on Historic Preservation. The maximum grant amount is \$7,500. and requires a match. We are looking at redoing the window trimming on the front of the building. Eleni reached out to Terrance to discuss the window trimming and other issues with the building. Also, we are thinking that painting the 2<sup>nd</sup> floor of the library would be the best use of the grant.

2. NJ Construction Bond Act –

Eleni had a meeting with Melani Filosa, the Borough's Grant Writer, to review the NJ Construction Bond Act. She agrees that tackling the barrier-free issues present at the Library would be the best way to secure funding. The grant writer is on retainer by the Borough, so there is no charge. She will be responsible for writing the grant, and any resolutions needed from the Borough to show support and/or release funds.

3. Local History Room –

The Local History Room is only open to the public 4 hours a week. More and more, we are asked to provide a quiet space where patrons can hold small meetings or conferences. The Local History Room is a prime location for such activities, but currently cannot be

used in such a capacity. We will review what materials need to be stored away, and how to properly store them and still make them accessible to the public, while also increasing access to the room for individuals seeking a private space.

#### 4. Census 2020 –

Eleni had a meeting on October 2<sup>nd</sup> at Lunch Break with Peggy Risso, from Lunch Break, and Ryan Edwards, from the Census. We discussed the next steps as our two organizations are the beginning of the Complete Count Committee for Red Bank. Another meeting is scheduled for November 20<sup>th</sup> at 10:00 a.m. at the Library. Almost \$2,600/pp is at stake in terms of federal funding, so it is imperative that Red Bank have a complete count.

#### 5. Community Profile –

The community profile through the University of Michigan is going along great. We have been asked to provide the names of members of the community who would be able to offer great insight. I reached out to Suzanne Viscomi to be a member, as well as Beth Hanratty, Rabbi Marc Kline, David Pasquale, Councilwoman Kate Triggiano, Itzel Perez, Gilda Rodgers, and others to be a part of the community profile.

#### 6. Computers and Technology –

##### a. Sam 11 upgrade and printer issues:

We are still having issues with Comprise's SAM 11 and our printer. We switched back to our regular printer and are waiting for our IT Consultant, and Shore Business Solutions to update the drivers on our original printer. SAM 11 is going to be released to all libraries soon under the name of SAM PX.

b. We are looking to get some of our monitors which have dead pixels replaced under warranty. All products should have a 3-year warranty period.

#### B. Miscellaneous Happenings:

1. The Library will be hosting the Volunteer Reception on November 22<sup>nd</sup> in the evening.

2. Per Capita funding for 2020 will be \$788,641, up from \$766,854. That is an increase of \$21,787.

3. The Library received complete State Aid Funding of \$5,348.

4. LMxAC released their assessment fees for the 2019-2020 year. We have an increase of \$534.

5. We are digitizing additional yearbooks and requesting a quote from IDI to complete our directories' collection. This is funded through the Investors Grant.

#### C. Staff Updates:

1. Candyce has now returned up to a 6-hour day, following progress on her condition.

2. Sara Baker is now Sarah O'Connor. Congratulations to her and her husband as they embark on a new journey together.

#### D. Services and Programming:

1. Newsletter –

We have received complaints from patrons regarding our online newsletter sign up, and not getting the newsletter. Sarah O'Connor and Matt Hershberger are working together to see what newsletter and marketing service would work best for our needs.

2. Programming Funding Requests –

Eleni has asked all supervisory staff to provide her with an outlined budget request to present to the Foundation for 2020. These requests will include Children's, Adult, Young Adult, and Local History programming. Considering programming is our biggest attraction to the Library, increasing the number of programs we offer, and their quality will bring in more individuals.

3. Hispanic Heritage Month Celebration was a success. We had over 85 attendees to the event, and the food was provided to us for free, thanks to a local restaurant.

4. New Programming being offered –

The Library will be expanding the adult services to include: Cookbook Club, Nutritional Series, Golden Movies Series, Bilingual Storytime.

5. LMxAC Upgrading Workflows –

Some of the upgrades will include allowing for a space to show how much money patrons saved while using the library, on their checkout receipts. This is a good way to have patrons think about the cost benefit they are receiving and can ultimately help us with advocacy efforts.

6. Archives Day was on Saturday, October 12<sup>th</sup>. In conjunction with the Women of Monmouth County theme, the library highlighted many famous women from Red Bank. Additionally, the materials provided at the event also highlighted additional women of note from Red Bank, and we will be adding them to our presentation and hope to showcase that again during Women's Month in 2020. 2020 will be a significant year for woman as we celebrate 100 years of the 19<sup>th</sup> Amendment.

E. Problem Patrons –

1. On September 28<sup>th</sup>, there was an incident involving two patrons. A female teenaged patron reported that an adult male patron had threatened her with a knife. She left the library, went across the street, and phoned the police. The police arrived at the library and spoke with the offending patron. They did not arrest him since there was no weapon (what was thought to be a knife was a metal object about pen length, apparently used as some type of microphone). The police asked if the Library wanted to fill out a trespass form. Barbara Pickell was the supervisor on duty and she said yes. The incident happened in the 3:00-4:00 range. The police trespass means that if the offending patron returns, we are supposed to call the police and they will come and remove him from the Library.

2. On October 5<sup>th</sup>, a patron was acting quite unruly at the Circulation desk. He was flailing his arms and acting bizarrely. The staff called the police. Officers on the scene reported to the staff that it was a drug-induced incident. He was given Narcan and taken to the hospital by ambulance.

F. Relationship with Borough:

1. Meeting with the Borough Grant Writer was very informative. While most of the staff can handle writing grants, it is nice to know that someone who solely focuses on that is available for us to use.

2. Eleni is rescheduling meeting with Ziad Shehady.

3. The Recreation Department will be hosting an Acting Workshop in conjunction with Two River Theater. This will be at the Library beginning in late October.

4. We are participating in the October 18<sup>th</sup> Halloween Egg Hunt event by the Borough.

5. Eleni met with Kristen Martello to discuss partnership with the Charter School.

6. Linda Hewitt is working with Two River Theater and T. Thomas Fortune to put together a community-wide reading event.

G. Financial materials and circulations statistics - in packets.

#### VII. President's Report -

A. Ann Ciabattone reminded the trustees about webinars available for 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 -  
This will be done by end of year.

E. Strategic Plan Ad Hoc Committee -  
There will be a meeting on October 30<sup>th</sup>.

#### IX. Foundation Report -

A. Anne Torre and Michael Gordon are working on the Annual Appeal letter.

#### X. Old Business - none

#### XI. New Business

A. Oath of Office for Luigi Laugelli.

B. Approval of Food for Fines for overdue materials from 11/18/19-12/31/19.  
Moved by: Suzanne Viscomi. Seconded by: Grace Sapphire. Motion carried.

- C. Approval of 2020 Holiday Schedule.  
Moved by: Sara Siegler. Seconded by: Jim Whyte.  
Motion carried. Stephen Hecht abstained.

XII. Public Portion - none

XIII. Motion by Sara Siegler and seconded by Suzanne Viscomi that this Board of Trustees enter into Executive Session to discuss a personnel issue.

XIV. RETURN TO OPEN SESSION AND ADJOURN THE MEETING. There being no other business to come before the Board, a motion to return to open session and to adjourn the meeting was moved by Sara Siegler and seconded by Suzanne Viscomi at 8:00 pm.

***The next Board of Trustees meeting will be held on Thursday, November 21, 2019 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