

Board Meeting of the Trustees

Meeting Date: Thursday, December 20, 2018 Meeting Time: 6:30 pm Location: Meeting Room

- I. Call to Order at 6:30 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, Stephen Hecht, Kathy Horgan, Grace Saphire, Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Ann Goldman, J T Pierson, Mayor Menna, Jared Ramage, Joan Rothwell. Staff attending: Eleni Glykis, Candyce Valor.
- IV. Approve Meeting Minutes
 - a. November 15, 2018 Board Meeting Minutes approved. Moved by Sara Siegler and seconded by Stephen Hecht. Motion carried.
- V. Treasurer's Report – no report
- VI. Director's Report
 - a. Current Project Updates –
 - I. Building and grounds projects and concerns –
 - Public Policy Forum at held Monroe Township but minimal details provided, draft application is awaiting approvals. Timing seems set – 90 day window for application, 60 day for notification of award. Fund match must be in place at the time of application.
 - The YA table has been delivered and set up with 2 new computers (3rd computer with IT at the Borough for set up)
 - Extended hours are now in place with smooth transition. Filling staff positions will help to amplify those hours (see staff update)
 - II. Miscellaneous happenings
 - Library was polling station for school referendum on Dec 11. No extra staff hours required, low turnout.
 - Website update: Matt Hershberger has researched another software for the Library Website. Squarespace is less expensive and easier to navigate than Joomla for staff to administrate.
 - b. Staff Update -
 - Interviews and recommendations to fill empty positions. Vote on this resolution in later portion of meeting.
 - Eleni is settling in to her new position. She is learning a lot about the library and hopes to discover more about the Red Bank community. Sara offered to walk her around town.

c. Services and Programming

- Linda has added Belly Dancing and Zumba to library programs for 2019.
- Grant opportunity from IMLS – Eleni and Barbara have discussed this and think that an Oral History Application for highlighting experiences of members of our immigrant population would be a interesting fit. Grant amounts range from \$10,000 - \$50,000. It is due February 28, 2019. Sue Viscomi indicated that she has a lot of video footage from previous oral history projects done at the library.
- Public Policy Forum – There are four bills in the State Assembly/Senate that deal with libraries. Two are for school libraries – to require a school media specialist and another to make Information Literacy a requirement. The other two bills pertain to public libraries. A3081/S2668 would increase State Aid for NJ libraries. The other A4815 will provide supplemental funding through end of the fiscal year (June 30, 2019) for the LibraryLinkNJ which provides many services and programs throughout the Library system.

d. Relationship with the Borough

- Eleni met with Z. Shehady (Borough Administrator) and Barbara Pickell to discuss vision for library. He wants the RBPL to become more autonomous and discussed some Borough services that the Library currently uses as becoming more of a shared service arrangement. Talks are positive and relationship is good.

e. Financial materials & Circulation Stats in your packets

VII. President's Report – nothing to report

VIII. Committee Reports:

- a. Personnel Committee – There was email correspondence about two job candidates for part time librarian and part time assistant. Committee participated in an email vote. Both individuals are recommended for hire and resolution to do so will be voted on later in this meeting.
- b. Buildings & Grounds Committee – no report
- c. Finance – a 2019 draft budget is available, and Board will seek to approve the draft tonight under New Business. When the year has closed, and we have final figures in January or February, we will get a finalized budget. Note: Our dedicated tax went up this year.
- d. Policy Committee (ad hoc) – Steve and Sue and met. Some policy changes are simple but others require Board discussion. Sue will send out the suggested revisions to the Board for review. It will be on the January agenda for discussion. Question arose about the status of the Library staff and the new NJ Paid-Sick-Leave Law. All details about eligible Library personnel have been forwarded to the Borough to update their personnel records. There was discussion about whether we should front load the time onto people's records and the reconcile when they take it or leave employment OR should we allow the time to accrue and let people take it as they earn it. The latter was determined to be a clearer method for the staff as the time will be calculated on each payroll.
- e. Bylaws Committee (ad hoc) – Bylaws have been updated and will be sent as a separate attachment with these minutes. Please review and pose any questions at the January Board meeting. It will be on the agenda for discussion.

- IX. Foundation Report – No meeting last month so no report. Please note that the Annual Appeal is out. We appreciate the Board’s support and ask that you kindly return your envelope promptly.
- X. Old Business – Steve Hecht mentioned once again, that lighting on the steps (and the condition of the steps themselves) outside the library entrance must be addressed as a safety issue.
- XI. New Business –
- a. Approve Resolution 2018-11 to hire Judy Klavens-Guinta to Part Time Library Assistant Position. Moved by Steve Hecht and seconded by Sara Siegler. Motion carried.
 - b. Approve Resolution 2018-12 to hire Jamie Pfisterer as Part Time Librarian Position. Moved by Steve Hecht and seconded by Sara Siegler. Motion carried.
 - c. Approve Resolution 2018-13 in Support of the Current Level of Statewide Library Delivery Services Moved by Sara Siegler and seconded by Ann Ciabattoni. Motion carried.
 - d. Approval of resolution 2018-14 to contract Jersey Elevator to furnish and install a new door lock in an amount not to exceed \$1,456. Moved by Sara Siegler and seconded by Jim Whyte. Motion carried.
 - e. Approval of resolution 2018-15 to contract Jersey Elevator to furnish and install a new battery-operated lowering unit in an amount not to exceed \$575. Moved by Sara Siegler and seconded by Jim Whyte. Motion carried.
 - f. Approval of resolution 2018-16 to contract Squarespace to host the Library website in an amount not to exceed \$200. Moved by Sara Siegler and seconded by Sue Viscomi. Motion carried.
 - g. Approval of 2019 draft budget for the Red Bank Public Library for submission to the Borough of Red Bank. Moved by Sara Siegler and seconded by Steve Hecht. Motion carried.
- XII. Public Portion – no public present for comment
- XIII. Adjournment – Move to adjourn at 7:30 pm by Sara Siegler, seconded by Sue Viscomi. Motion carried.

Respectfully submitted,
Ann Ciabattoni

Next Board meetings are on January 17. There will be a Reorganization meeting, followed immediately by the regular monthly Board meeting.