

Red Bank Public Library - Board Meeting of the Trustees

Meeting Date: Thursday, July 23, 2020 Meeting Time: 6:00 pm Location: Online via Zoom. Public notified and invited to join via phone line with the agenda posted on the Red Bank Library website.

Call To Order: 6:33pm

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 July 13, 2020.

Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Joan Rothwell, Stephen Hecht, Sue Viscomi, Jim Whyte. Not in attendance: Jared Ramage, Kathy Horgan, Sara Siegler, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor

Approve Meeting Minutes June 18, 2020 Meeting Minutes. Moved by Jim Whyte seconded by Joan Rothwell. Motion carried.

Treasurer's Report – moved to approve invoices currently due - \$ 8310.97. Moved by Sue Viscomi and seconded by Joan Rothwell. Motion carried.

Directors Report

COVID 19

In response to Covid 19, we have taken steps to begin our Curbside Pick-Up, we had an exceptional visit to our curbside service. Tammy Murphy, the first lady of NJ, used RBPL to pick up the latest reads for Tammy's Tremendous Tales. Curbside is going well, and we have adjusted procedures to better accommodate our community with this service for the foreseeable future. Curbside is currently advertised on the Shrewsbury Avenue Sign, and on the RBPL marquee, through the library newsletter, email blasts through LMxAC, the LMxAC website, the State Library's map of Library Services, and all the Library's Social Media accounts.

Reopening: Reopening will take a bit longer as we are still awaiting PPE equipment and other items necessary to ensure the safety of staff and patrons. With limited staff in the building, it is a bit harder to move some of our larger pieces of furniture to create space for social distancing. Future planning involves providing in person service by appointment while continuing curbside.

Website Overhaul: In response to Covid 19 we have reorganized the layout and added new features such as title recommendations and highlighting new materials. We will also be working on creating a Spanish translation of our web page to create a more inclusive digital environment for Red Bank's Latinx community. Additionally, Mike Gordon reached out to design a school-appropriate resources as per the Strategic Plan. This fits in nicely with the overhaul of the website. Further discussion and evaluation will be needed for this resource page.

Elevator: We are in a bit of a back and forth with our elevator company regarding the elevator. We are working with the BG committee to decide best steps forward regarding the service of the elevator.

West Front Street Project: Demolition on the property next door is being coordinated with the Borough. The company plans to demolish the currently standing buildings and then proceed with the proposed excavation. A longer than initially anticipated permitting process is making it difficult to set a date for remediation. The project engineer's best guess is that the work will be completed in August, but he will be able to give the Library at least a three-week notice prior to the start of the excavation date.

Homeless Patrons: We have seen an increase in the number of homeless patrons taking up residence outside of the Library. HABCore and LunchBreak were contacted regarding best practices on how to provide them with services. With the increased heat, we have decided to add some card tables and water bottles on the Eisner Front porch for the public. The staff will also place 211 information on the inside window of the Children's Room. This is information that would typically be available inside the Library, but we will make it available as much as we can outside of the building.

Census 2020: The Library will once again start promoting the Census. NJ has some of the highest self-reporting numbers. We are looking to use our Curbside Service to include materials regarding the census. Additionally, Ryan Edwards, from the US Census Bureau has offered to send us materials directly from the Census.

Blocked Patrons: At the last board meeting, we discussed and tabled a resolution to increase the block threshold on existing cardholders. The average patron block amount is \$43.70. There are currently 786 blocked patrons in the system; 41% are cards that have expired over eight years ago. Due to the duration of inactivity, those cards will be deleted from the system. In raising the block threshold, the remaining patrons would be able to utilize digital library services.

Computer updates: We are going to have to look at replacing some of our staff computers sooner than anticipated, but we believe for right now we are functional to date. Our IT service is still operating indefinitely in limited on-site mode due to the pandemic and held off billing for the months of May, June or July. Additionally, our IT company made the following amendments to our current contract:

- Rather than providing for one half-day on-site visit of roughly four hours each month, will simply provide a block of four hours of service that can be used in quarter-hour increments for either remote or on-site work; we only ask that only one on-site visit be made in a given month except by prior arrangement
- Unused hours will simply accumulate with no cap.
- Up to eight hours may be borrowed from future months if we're out of hours and need service.

Services and Programming

The Library hosted ¿QUÉ PASÓ CON DACA? with the American Friends Service Committee and the Library's own Itzel Hernandez on July 2nd via Zoom. The program was well attended, and the post program survey response was overwhelming positive regarding further programs in Spanish.

The Library is looking for teens for the Let's Talk About Change Program. The program provides a space for teens (and people of all ages) to discuss the bigger issues at hand.

Race and Diversity Storytime Continues to be popular and is currently one of the most highly engaged events on our Facebook page.

LTAR will be starting a LTAR Book Club which would focus on BIPOC stories and Authors.

Interlibrary loan unavailable foreseeable future. However, LibraryLinkNJ will be delivering the warehoused items held over from March, this week to the Red Bank Public Library.

Additionally, our consortium has started to create a materials swap system.

We have reallocated programming funds from the foundation with their permission, to expanding our Zoom Capacity. We can now host concurrent meetings and host high capacity attendance.

Our Red Bank Always Beautiful Contest has come to an end and judging will begin soon.

Readin' on the River will go live in person in the Library backyard. It is our first attempt at a nonmusical outdoor program.

RBPL in the Press: The Library as of late has gotten some great publicity. The Two River Times featured the Library twice once on a piece about the very well attended The Let's Talk About Race Program and recently on July 16th regarding the increased use of the Library's digital resources and the importance of Libraries during the Pandemic.

Relationship with the Borough:

Administration: Communication with the RB Business Administrator regarding capital projects seem unlikely for the coming year due to the economic impact of the COVID-19 pandemic. Once the Borough budget is adopted, requests for capital will be sent to department heads.

Parks & Recreation: The Parks and Recreation department reached out to the Library for assistance with the development of signs for the Bellhaven Nature preserve. Natalya Andrex, the Library Page recently designed the pieces which have been a great hit. Additionally, Sira Williams, the Children's Librarian is attending Summer Camp at Count Basie Fields.

President's Report: No report

Committee Reports:

Finance: No meeting. Sue Viscomi reviewed current financial position as stable for 2020. Finance committee should meet to compare 2019 to 2020 financial position for mid-year evaluation. Additionally, Sue and Candyce will coordinate a presentation for the Board to review the financial accounts of the Library and the procedures in place for spending and budget planning.

Personnel: No meeting, Stephen Hecht had a conversation with Eleni regarding the open library assistant position.

Buildings & Grounds: Buildings and Grounds met before the Board meeting for further discussion of the elevator repair. Further discussion is warranted with decision making individuals within the elevator repair company. Eleni and Candyce will proceed with that conversation.

Strategic Planning: The Board was given a copy of the 2021-2025 Strategic Plan for evaluation. The Strategic Planning committee is acknowledged for their hard work and dedication for this extensive framework of growth for the Red Bank Library and community. Barbara Pickell was available for questions for further information. The Board did not require any further information and proceeded to adopt this Strategic Plan for motion.

Foundation Report: Had meeting on July 14th. In discussion, we noted that our application for the construction bond did not have further communication regarding additional information needed for evaluation. Right now, the fall is the estimated time for notification of award. Annual appeal preparation is underway, the letters will go out electronically as well as paper. Meeting approved reallocation of programming money to support virtual program software for library and community events. Foundation will receive approved Strategic Plan. Alan Fisher is on the Red Bank Reopening Committee and suggested that the Library consider having a table during the weekly event.

Old Business:

Resolution 2020-10 –To temporarily increase the block balance from \$10 to \$100 through December 31, 2020. Moved by Ann Ciabattoni, seconded by Sue Viscomi. Motion carried.

New Business:

Resolution 2020-11 – To amend current Patron Behavior Policy – Moved by Stephen Hecht, seconded by Sue Viscomi. Motion Carried.

Resolution 2020-12- To approve 2021-2025 Strategic Plan – Moved by Joan Rothwell, seconded by Sue Viscomi, motion carried.

Adjournment: 7:29pm Moved by Jim Whyte, seconded by Ann Ciabattoni. Motion carried.

Respectfully Submitted, Candyce Valor