

## Board Meeting of the Trustees

Meeting Date: Thursday, July 19, 2018    Meeting Time: 6:30 pm    Location: Meeting Room

- I. Oath of Office – Joan Carolyn Rothwell sworn in as Mayor’s Alternate on the RBPL Board of Trustees.
- II. Call to Order at 6:32 pm.
- III. 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.**
- IV. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Stephen Hecht, Joan Rothwell, Grace Saphire, Sue Viscomi, Jim Whyte. Not in attendance: Kathy Horgan, Jared Ramage, J T Pierson, Sara Siegler, Mayor Menna. Staff attending: Barbara Pickell, Candyce Valor.
- V. Workshop –
  - a. Presentation by Dennis Kowal, Architect. – It is anticipated that an RFP from NJ Construction Bond for Library capital projects (approved in November 2017) will be released by the State in Fall, 2018. Grant amounts must be matched 1:1. Based on his firm’s past experience a successful application shows a demonstrated need and full narrative of project scope, budget, SWOT analysis, schematic drawings, and cost estimates among other documentation. The full grant request may not be fully funded but a phased plan can address this possibility. Mr. Kowal presented some “before and after” photographs of libraries that his firm has renovated/built in New Jersey. There was discussion about whether RBPL should consider undertaking a feasibility study in preparation for this funding opportunity and board agreed that it should be considered. Further talks about the scope of the study and budget are necessary to move forward.
  - b. The Yoga Group has petitioned the Board that they would like to meet weekly rather than every other week. This was their previous schedule and the cost was covered by the Friends (\$2,550/year - \$50/week). About 15 people attend. To reduce costs and expand interest, the Library tried for a meditation group as an alternative week offering. It has taken some time, but it appears we have now have found a person to lead such a group.
    - There was discussion about having the participants contributing to the cost – library members vs out of town participants pay for class. Yoga is currently offered by RB Parks & Rec and the YMCA during the summer.
    - Motion was made to wait until the new Director is in place to make a recommendation about this request and the Board will then revisit the issue. Moved by Steve Hecht and seconded by Ann Goldman. Motion carried. Barbara will advise the Yoga group tomorrow.
- VI. Approve Meeting Minutes
  - a. June Board Meeting Minutes approved. Moved by Steve Hecht and seconded by Grace Saphire. Motion carried.
- VII. Treasurer’s Report – no report

## VIII. Director's Report -

### a. Current Project Updates

- i. Storywalk Installation complete – July 5 ribbon cutting with Mayor, Borough Councilwoman Horgan, and Councilman Ballard as well as Library Board members and the public. Great response so far from the public. Request for bi-lingual stories to continue to be displayed.
- ii. Benches have been installed behind the RBPL at the riverfront with the requested inscriptions from the donors. Awaiting concrete to be poured for the placement of the umbrella in the outdoor classroom outside Children's Room. Four (4) picnic tables have arrived and awaiting assembly at DPW. Additional security cameras will be installed at the back – a replacement for a broken camera immediately and the others in the near future.
- iii. Computer and Technology projects – laptops are up and running and in use right now. They are faster than the older workstations. Scheduled to get 2 of the new computers tomorrow from the Matt Ryan at the Borough. Matt Hershberger will begin to ghost the installed software onto the new computers.
- iv. Additional building projects – Electrical work has started for the computers and the AV upgrade.
- v. Miscellaneous happenings - new 70" smart TV will be here on Tuesday, July 24. It will go into the meeting room and replace the current projector and screen. No need to close up the wall between meeting room and kitchen as originally thought since the TV will be on a stand rather than affixed to the wall. Smart TV cart will have fast USB ports, HDMI ports and a shelf for guest speakers to use their own laptop. It can handle streaming movies, internet site access and Powerpoint presentations.
- vi. Fire alarm and sprinkler inspection have taken place. We need CO<sub>2</sub> sensors in 5 locations throughout the building. The elevator needs a flexible hose replacement. There was some HVAC drain back up issues that created an off hours alert to Candyce and Barbara, but did not create major problem. Candyce came in to address that water issue.

b. Staff Update - June 27 professional development day for library staff was well received. Twelve (12) hour Librarian position has been posted and a Library Page position was posted today. New hires (Itzel and Karen) are doing well. Going forward we will have computer tutoring available for the public every Friday.

c. Borough Relations Update – Barbara met with Z (Borough Administrator). He is proving to be an energetic guy with a drive to get issues resolved and things done. Department heads are encouraged by his attitude and direction thus far. He is working on the management report deficiencies that were laid out by the municipal consultants as his initial major objectives. Regarding making the Library more autonomous, he understands that there are budget implications for the library to assume some costs and that we are not prepared to do so at this time – so this will be a work in progress. He also suggested that RBPL should have its own Personnel manual as some of the staff conditions are different from the Borough's staff. Barbara will start looking at this now. Z mentioned the Library should be using Borough new grant writing consultants.

d. Financial Materials and Circulation Stats in packets

e. Staff Monthly (June 2018) reports in packets

IX. President's Report – Barbara will be gathering policies together. Looking to put together an ad hoc committee to address this issue as well as updating our By Laws.

X. Committee Reports:

- a. Search Committee— We have received 11 resumes for the Director position. We will be meeting to schedule interviews and get the group down to 2 -3 candidates for staff to meet.
- b. Personnel Committee – No meeting
- c. Buildings & Grounds Committee - No meeting
- d. Finance – No meeting

XI. Foundation Report –

- a. Memorandum of Understanding signed and agreed to between Friends and Foundation for the merger of these two organizations. Funds being transferred from Friends' account to Foundation accounts shortly. Beth Hanratty will sit on the Foundation Board but no other Friend has expressed an interest in being on the Board. Anne Torre will be reviewing the Foundation By-Laws to assure that they are relevant and up to date for this merger and present to the Foundation Board for approval.
- b. The Borough will/has hired a grant writing consultant. Borough Administrator indicated the library should make use of this resource.
- c. Approved the purchase of a 70" smart TV with a rolling stand for use in the Library for films and program presentations. No hard wiring required, and it will be free standing.
- d. Year End Appeal preparations getting underway. Given the success of last year's program we will use the same model. Foundation encourages all Board members who know of individuals who are disposed to supporting the library – please provide names & addresses to Anne Torre or me and we will add them to Little Green Light to receive a letter. A quick note from you will personalize the request and was effective last year.

XII. Old Business - none

XIII. New Business –

- a. Unbudgeted costs for elevator maintenance were approved via motion from Sue Viscomi with a second from Grace Sapphire. Motion carried.
- b. Use of Gift Cards as Tokens of Appreciation - On occasion we have teachers who conduct programs at the RBPL but who do not have insurance. We have used gift cards to thank them for their time. Discussion regarding this resulted in two tasks – to clarify when a program at the RBPL does, or does not, fall under library's insurance and as an alternative, to ask our insurance agent if we could provide a rider to cover outside presenters.
- c. Use of Procurement Cards – request to explore this program – decision to table this discussion.

XIV. Public Portion – Elizabeth McDermott, attending as a member of the public, pointed out that the Yoga class was funded by Friends and a number of those in the class are Friends of the Library. This should be kept in mind when discussing their request for class expansion.

XV. Adjourn at 8:26 pm moved by Ann Goldman and seconded by Sue Viscomi. Motion carried.

Respectfully submitted,

Ann Ciabattoni

Next Board meeting is August 16, 2018