

Board Meeting of the Trustees

Meeting Date: Thursday, November 15, 2018 Meeting Time: 6:30 pm Location: Meeting Room

- I. Call to Order at 6:31 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, Stephen Hecht, Jared Ramage (joined at 6:35 pm), Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: J T Pierson, Mayor Menna, Kathy Horgan, Joan Rothwell, Grace Sapphire. Staff attending: Barbara Pickell, Candyce Valor.
- IV. Approve Meeting Minutes
 - a. October 18, 2018 Board Meeting Minutes approved. Moved by Sara Siegler and seconded by Sue Viscomi. Motion carried.
- V. Treasurer's Report – no report
- VI. Director's Report
 - a. Current Project Updates
 1. Building and grounds projects and concerns – State Construction Grant
No official date from State about release of guidelines. Interviewed Settembrino Architects, a local firm who were less expensive and more flexible in their scope based on our projected budget than other firms under consideration. RBPL Foundation has agreed to fund Settembrino's feasibility study for the project in the amount of \$9,500. Foundation also understands that they will be helping raise funds for the required 1:1 match for this grant. Project is planned for the lower level – expand the Childrens' area, renovate bathrooms, reconfigure the meeting space, capture more usable space in the stairway area from main floor. Projected budget is \$400,000.
Beth Hanratty had one request that there is input from the community (focus groups) on the design.
 2. Miscellaneous happenings –
 - a. Election Day on November 6. The Library was open and many people came through the main lobby to go the polling area (Eisner Room). Got some new library card sign ups. Very busy day all around. Next date for polling is the school referendum on December 11.
 - b. Volunteer Appreciation Reception is November 16. The Library staff is organizing the event this time. It had been a Friends event in the past.
 - c. As of October 29 – paid NJ Paid-Sick-Leave Law took effect. The Library has to give notice to every non-union employee that they are eligible for this benefit. It will be done through the Borough's payroll system. The Borough has not finalized their process yet, but Barbara is staying informed so we can direct eligible staff.
 - d. Staff is working to redesign RBPL press releases so they are more attention-grabbing.
 - e. Barbara gave a shout out to the Children's Room. This area gets more visits, circulates more items, and has more programs than our other areas. She considers it an outstanding department and well deserving of praise.

- f. Staff Update – We still have open positions for part time Librarians. Continuing to interview.
 - g. Financial materials & Circulation Stats in packets
- VII. President's Report –Library Director Announcement–Eleni Glykis will be starting on December 5.
- VIII. Committee Reports:
 - a. Personnel Committee – no report
 - b. Buildings & Grounds Committee – no meeting – just email correspondence
 - c. Finance – no report
 - d. Policy Committee (ad hoc) – no report
 - e. Bylaws Committee (ad hoc) – All members have provided input.
- IX. Foundation Report –
 - a. Continuing to work on transferring all “Friends” monies to “Foundation” accounts to complete that merger.
 - b. Foundation agreed to underwrite the following expenses – Staff Holiday Party (had been funded by Friends in the past); Volunteer Recognition Event (also a Friends funded event previously).
 - c. Agreed to fund the \$9,500 necessary for the feasibility study by the architect for potential capital improvements to the ground floor area. This will be part of the application for the State Construction Bond monies.
 - d. A library brochure to be used for introduction and fundraising purposes when meeting with potential donors is being developed by Mike Gordon.
 - e. Foundation by-laws have been updated and were approved by the Board. Revisions include confirming voting privileges for both the Library Director and the Board of Trustees' representative. It was further agreed that neither of those individuals can serve as officers on the Foundation Board. It was also agreed that election of Foundation officers will take place at the first meeting of the calendar year.
 - f. Annual appeal letters are already at the printer and will be ready for the mail in early December. Those who have been assigned as stewards to donors are asked to add a personal note to the appeal letter sent to those donors.
- X. Old Business – Sue Viscomi offered to send a brief she had gotten through her office that summarizes the guidelines as currently understood for the new NJ Paid-Sick-Leave Law. For RBPL, nine of the fifteen staff members are non-union and part-time. Personnel Committee will discuss and create protocol for questions such as the following:
 - a. Front load sick time or only allow payment when time has been accrued.
 - b. Rollover of time is not permitted from year to year.
 - c. Employer may have to pay for unused sick time.
- XI. New Business –
 - a. Approval to increase hours of Library operation by adding Tuesday evening and Friday morning to the library schedule in December, 2018. This will bring regular Library schedule to 48 hours/week. This will take effect as of December 11. Moved by Sara Siegler, second by Steve Hecht. Motion carried.
 - b. Approve the replacement of the entrance foyer tile with indoor/outdoor carpet tiles to help keep dirt, salt, and water from fouling library rug for a total cost not to exceed \$1,000. Moved by Steve Hecht and seconded by Sara Siegler. Motion carried.

- c. Approve Resolution 2018-08 to promote Maria Ramirez to Library Assistant II level and move her up one step on the union pay scale. Moved by Steve Hecht and seconded by Sara Siegler. Motion carried.
 - d. Approve Resolution 2018-09 to accept the resignation of Barbara Pickell as interim Library Director effective December 4, 2018, and reinstate her to the position of Librarian she held previously. Moved by Steve Hecht and seconded by Ann Goldman. Motion carried.
 - e. Approve Resolution 2018-10 to approve the contract hiring Eleni Glykis as the Director of the Red Bank Public Library. Moved by Steve Hecht and seconded by Sara Siegler. Motion carried.
- XII. Public Portion – no public present. No comment.
- XIII. Adjournment – Move to adjourn at 7:10 pm by Ann Ciabattoni, seconded by Sue Viscomi. Motion carried.

Respectfully submitted,
Ann Ciabattoni

Next Board meeting is December 20, 2018.