

Board Meeting of the Trustees

Meeting Date: Thursday, October 18, 2018 Meeting Time: 6:30 pm Location: Meeting Room

- I. Call to Order at 6:32 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, Joan Rothwell, Sara Siegler, Sue Viscomi, Jim Whyte. Kathy Horgan joined at 6:39 pm. Jared Ramage joined at 7:00 pm. Not in attendance: J T Pierson, Grace Saphire, Mayor Menna. Staff attending: Barbara Pickell, Candyce Valor.
- IV. Approve Meeting Minutes
 - a. September 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
 - i. Computer and Technology projects – All but 2 of the new computers (18 total) are in place now – one defective and must be returned. The other is being formatted by Boro IT.
 - ii. Additional building projects and concerns – Umbrella for the outdoor area behind Children's Room is not up. Too many tasks competing for DPW time. May wait until Spring to install. Carpets were cleaned on Sunday, October 14. Much improved appearance. Also got a carpet replacement quote of \$55,000 - not feasible at this time.
 - iii. B&G looking at feasibility studies from architects to upgrade the lower level of the Library.
 - iv. Barbara spoke with Red Bank Business Administrator, Ziad Shehady this morning about the upcoming State grant proposal because it requires 1:1 matching funds. The projected project cost is \$400,000. We would seek \$100,000 from Red Bank Borough and he didn't say no. These funds must be promised when the grant application is made in order to move forward in the approval process. Professional fees will be part of the proposal. The RFP from the State has not been released yet – current estimate is Spring, 2019.
 - v. Miscellaneous happenings – Audit has been completed. No major issues raised. Well done to Candyce and staff!
 - vi. A volunteer reception is being planned for Friday, November 16 in the evening. Details to follow but please save the date.
 - b. Staff Update – Library Assistant II position posted to internal staff and there were no applications. Will follow up with Personnel Committee about where and how to post this position next.
 - c. Services and Programming –

- i. LMXAC has dropped its prices for 2019. Our cost is \$7,000 less than current year as they have reconfigured how they calculate their funding.
 - ii. We are doing automatic renewals on books at this point in time as a pilot program. We are planning to extend the program. This does not apply to new releases and there are other exceptions.
 - iii. Archives Day (October 13) was last Saturday in Manalapan.
 - iv. Technical Tutoring (how to use computers, smartphones, tablets) for the public is happening every Friday. Demand has exceeded our available volunteers, so staff is also tutoring now. We could use more tutors!!
- d. Financial materials & Circulation Stats in packets
- VII. President's Report – no report
- VIII. Committee Reports:
 - a. Search Committee – deferred to Exec Session
 - b. Personnel Committee – no report
 - c. Buildings & Grounds Committee – looking at feasibility study for lower level reconfiguration and upgrade from local architect.
 - d. Finance – no report
 - e. Policy Committee (ad hoc) – no report
 - f. Bylaws Committee (ad hoc) – All members have provided input. Amended language will be presented at November meeting.
- IX. Foundation Report - no report
- X. Old Business – none to address
- XI. New Business –
 - a. Approval for Food for Fines period (mid Nov 18 – Dec 29) Pay their fines in non-perishable foods. Moved by Sara Siegler, seconded by Joan Rothwell. Motion carried.
 - b. Approval of Holiday schedule for 2019. N.B. It must be published prior to January 1 so vote cannot be delayed. Barbara suggested that the Saturdays of Easter weekend, Memorial Day Weekend and Labor Day Weekend when we are currently closed, should not be RBPL holidays. There was discussion for and against this concept. Ultimately the Board decided to leave the schedule as it is with 17 holidays as noted on the RBPL website. Motion made by Sara Siegler, seconded by Jim Whyte. Motion carried. Ann Goldman abstained.
 - c. Resolution 2018-07 – Approve the extension of Barbara Pickell's contract as Interim Director through December 31, 2018 pending the hire and start of new full time Director. Moved by Ann Goldman, seconded by Joan Rothwell. Motion carried.
- XII. Public Portion – no comment
- XIII. Motion by Stephen Hecht and seconded by Joan Rothwell 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 Jared Ramage, seconded by Joan Rothwell at 7:25 pm.

Respectfully submitted,
Ann Ciabattoni

Next Board meeting is November 15, 2018.