

## Red Bank Public Library Board Meeting Minutes

Meeting Date , 2021 ~ Time: 6:30pm

Location: Zoom: Meeting ID: 815 4128 6626 Passcode:

Public notified and invited to join via phone line with the agenda posted on the Red Bank Library website.

- I. Call to Order: 633pm
- II. 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 February 8, 2021.
- III. Roll Call: Ann Ciabattoni, Jim Whyte, Jared Ramage, Stephen Hecht, , Kathy Horgan, Robyn Gedrich 645pm, Ann Goldman, Joan Rothwell 7pm. Not in attendance: Sue Viscomi, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.
- IV. Approve Board Meeting minutes
- V. Approve 2021 Regular Board Meeting Minutes: Motion Jim Whyte, 2<sup>nd</sup> Jared Ramage. Abstained – none. Absent: Sue Viscomi, Joan Rothwell. Motion carried.
- VI. Treasurer’s Report
  - a. *Bill List – Action Item: \$14,366.48*: Motion Stephen Hecht, 2<sup>nd</sup> Sara Siegler. Abstained – none. Absent – Sue Viscomi, Joan Rothwell. Motion carried.

### VII. Director’s Report:

#### **Current Projects**

COVID-19 Response: Looking toward the future in terms of the Pandemic, we are still considering opening for Browse and Go and Computer by Appointment on either the 19<sup>th</sup> or the week of the 26<sup>th</sup> of April. Library staff were added to the vaccination list on April 5<sup>th</sup> and April 16<sup>th</sup> all NJ Residents aged 16 and over will be eligible for the vaccine. The latest data released from the CDC show New Jersey wedged inside a new COVID hot zone with rising cases. Monmouth County is currently the 4<sup>th</sup> highest in daily new cases as per COVIDactnow.org.

Red Bank Business Alliance: The Library will be participating in the Red Bank Business Alliance with Broadwalk Opening Day Kick Off on May 1<sup>st</sup>. To enhance that effort, the RBBA has come up with a unique idea – “Ticket to Thrive.” The Library will use the opportunity for outreach and additionally to advance the efforts for the RBBA to promote Red Bank as the premiere destination for shopping, dining and entertainment. The event will be entirely outdoor.

Seed Library: After reaching out to the NJ Department of Agriculture and the Rutgers Coop Extension with our Seed Library Policy and the acceptance of seeds. Both parties agreed that since the library is not in the seed

selling business we fall into a grey area. Both entities agreed that the proposed policy was sufficient under the law, made mention of not including invasive species and a great way to educate the community on food and agricultural science. The only suggestion made by the State entities was to have patrons copy their existing seed label if possible when donating. The State of NJ Seed Control act follows the Recommended Uniform State Seed Law by the as per section 2b of the Seed Law, the Library only need to file labeling requirements (which our policy does) and at each location of the seed distribution a legible and visible sign shall state that the seeds being distributed may not meet germination or varietal purity standards prescribed by the state seed law. The sign must also state that patented seed or varieties protected by the Plant Variety Protection Act will not be accepted or distributed.

Fine Free: There are 455 current library card holders with overdue fines, 90 of them are at the blocked point. These 90 users will be able to regain access to library privileges with fines removed. The total amount being forgiven of these outstanding fines is \$2,879.17.

Technology Updates: The newly purchased staff computers/laptops are now all up and operational. During the setup of these devices, we were alerted to a number of security issues with existing passwords and our current mail server. This is prompting us to switch over to Gmail and our @redbanklibrary.org email address sooner rather than later. We also had the first meeting of the newly formed technology committee to review the Library's Technology inventory and develop a plan for renewing computer equipment.

### **Services and Programming**

StoryWalk - April's StoryWalk is in collaboration between the Red Bank Shade Tree Commission features The Things I Love About Trees by Chris Butterworth.

National Library Week –The Library held a raffle where patrons who had holds were entered and could win a RiverCenter Gift Card. There was also a Library trivia game eligible to patrons.

Seed Swap – To Kick off the Library's Seed Library, we are looking into hosting a Seed Swap as our first outdoor event. The proposed date is Saturday, May 8th from 10:30 - 12:30. Social distancing protocols will be allowed and Seeds from Lisa Bagwell of Kula Farms will be distributed by the Library. Seed Swaps are covered by the Seed laws that govern non-commercial entities.

Spanish language Vaccine Program: We reached out to East Brunswick's Health Reference Librarian to put us in touch with a member of Hackensack Meridian who can provide a Spanish Language Programming regarding vaccine information. This is a program that we would use both Zoom and Facebook Live.

Patron Point: The Library has signed on for Patron Point, a service offered through our Consortium and will this week be making the switch from MailChimp for our current newsletter to Patron Point. Additionally, we will look into creating a renewal campaign through the system that will remind patrons to renew their library

cards.

### **Buildings and Grounds**

Department of Public Works will look into the wooden stairs in the front as we continue to have issues with bringing in contractors to take a look at the stairs.

Thank to volunteer, John Valor, the parking lot was restriped and the WI-FI signs on parking spots have been recolored.

The gas meter at the library has been scheduled to be replaced. The current bill was showing zero usage with an actual read and we reached out to NJ Gas to correct the problem.

Additionally, CSS was on site to make some repairs to the Library's Security system.

### **Grants**

CARES Act Mini-Grants for Public Libraries: The NJ State Library recently announced a mini-grant program for public libraries. NJSL will fund up to \$10,000 projects with equipment and materials that foster digital inclusion for library users and the community. The Library is applying for grant funds to increase its current Wi-Fi and Broadband capability by purchasing additional equipment to enhance our existing Wi-Fi network infrastructure and wireless access. These include Meraki Wireless Access Points both on the inside and outside of the building as well as an updated modem to handle a higher broadband. This will allow us to handle more connections to our Wireless network and provide faster Internet to our patrons. These upgrades would also enhance the library's existing in building Wi-Fi, but also expand our external Wi-Fi access to more of the backyard and parking lot areas.

Dollar General Youth Literacy Grant: We are working with the Borough Grant Writer to put together an application for the Dollar General Youth Literacy Grant. We are going to use the grant to purchase another storywalk at Count Basie fields.

We are also expecting to hear from two grants we applied to soon. Both the Big Read and ALA's Libraries Transforming Communities: Focus on Small and Rural Libraries both announce winners in Late April.

### **Relationship with the Borough**

Communications with Borough Administrator: The Business Administrator recently announced his resignation.

National Library Week Proclamation: A proclamation for National Library week will be read at the next Council Agenda.

### **Financial Materials & Circulation Statistics – in packets.**

VIII. *President's Report:* Ann Ciabattone advises the Board to be mindful of the email deadline regarding the financial disclosure form sent by Pam Borghi from the Borough Clerks office.

IX. *Committee Report:*

- a. Personnel: No meeting, no report.
- b. Buildings and Grounds: Jared Ramage reports there was a meeting before the board meeting tonight. Excited to announce the mural project is proceeding with the mural display on the west side of the building.
- c. Finance: No meeting, no report.
- d. Policy Review Ad Hoc Committee: No meeting, no report.
- e. Strategic Plan Ad Hoc Committee: The board received a report regarding the status of the strategic plan. The plan consists of four key target areas consisting of individual goals aligning with target area topics. The plan outlines 18 goals with 81 action items. Of those action items, four items have been completed, 13 items have reached the planning stage, and 15 items are in process. In reviewing the plan program, it was difficult to define success due to the pandemic and key targets that are designed to be outgoing.

X. *Foundation Report*: No meeting, no report.

XI. *Old Business*: None

XII. *New Business*:

- a. Approval of Resolution 2021 – 13: Permission for Apply to CARES Act mini-grants Motion  
Sara Siegler, 2<sup>nd</sup> Jared Ramage. Abstained, None. Absent: Sue Viscomi. Motion carried

XIII. *Public Portion*: None

XIV. *Adjournment*: 714pm. Motion Stephen Hecht, 2<sup>nd</sup> Jim Whyte. Motion carried.

Respectfully submitted,

Candyce Valor