

Red Bank Public Library Board of Trustees Meeting Minutes

Meeting Date: April 21, 2022 ~ Time: 6:30pm Location: Main Floor Library

- I. Call to Order: 630pm
- II. Open Public Meetings Act: 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 the same with the Borough Clerk on February 22, 2022.
- III. Roll Call: Sara Siegler, Jim Whyte, Ann Goldman, Robyn Gedrich, Sue Viscomi, Ann Ciabattoni, Kathy Horgan(640pm arrival). Staff Attendance: Eleni Glykis and Candyce Valor. Absent: Stephen Hecht, Jared Ramage, Mayor Menna.
- IV. Approve Board Meeting Minutes:
 - a. Approve March 17, 2022 Regular Board Meeting Minutes: Jim Whyte Motion, Ann Ciabattoni 2nd. Absent: Jared Ramage, Mayor Menna. Abstain: Goldman. All in favor. None opposed.
- V. Treasurer's Report
- VI. **Bill List – Action Item: \$58,198.79:** Sue Viscomi Motion, Ann Ciabattoni 2nd. Absent: Stephen Hecht, Jared Ramage, Mayor Menna. Abstain: None. All in favor. None opposed.
- VII. Director's Report:

CURRENT PROJECTS

IMLS Grant: LMxAC completed the setup of our pseudo Library this week. RB Lockers will be the option for pick-up, and patrons will not have to fill out a separate form when their hold is ready, simplifying the current process. Updates on the website will reflect this change. The circulation staff has also come up with several ideas to make the system more popular. Among these are adding a note to the Library's check-out receipts announcing the locker system, putting signs on the exterior prompting patrons to ask about the locker system, and issuing press releases. The quote we received from SHI for the hybrid programming room was a bit higher than anticipated, so we are working with the vendor to see how we can bring the cost down a bit lower.

TeleTalk Booth: The Booth is installed and used regularly, although there is a slight issue with the door that needs repair. A separate services page on the website will allow patrons to schedule appointments for the booth. Appointments will take precedence over walk-ins. Patrons can schedule the booth for two hours. The booth provides a private in the Library for telehealth appointments, job interviews, court/legal consultations, or private phone calls.

APRA Grant: We have received the laptops that are part of this grant project. The laptops will be set up with the appropriate software and can be used in-house by patrons, but we are also working with the

Monmouth Resource Network to set up a mobile computer lab so that patrons can get assistance off-site. Laptops will also be available to staff who do not have a workstation but need a computer during off-duty hours. Our Apple Account is ready, and we're ordering iPads and a Mac desktop for the general public. We swapped the purchase of some Launchpad Playaways to purchase a Bilingual AWE Station. The Youth Literacy PC is up and running in our children's room. We are still working on securing the outdoor furniture and accessories that are part of this grant.

Digital Literacy and Labor Lab: The Lab is extremely popular. It has been open for one-on-one tutoring for a month, and we have had over 30 sessions and have helped a wide range of students. In addition, we recently had a funding brainstorming session with Plainfield Library, which notified us that our tutors are exceptional.

Red Bank Master Plan: BFJ Planning invited the Library to participate in a virtual focus group meeting related to Cultural and Historic Resources. We will provide input on priorities, issues, and opportunities that the master plan should address.

Exterior Painting: We are working with DPW to address the chimney issue before moving forward on the exterior painting project. We have finalized a gray color for the Eisner portion of the Library that will feature white trim. The gray color is in line with the historical palette. We also reached out to window vendors for quotes on replacing some of the older worn wooden window trim with aluminum flashing. We will keep the wooden detail on the main level doors as more intricate architectural work on those areas. We are also working on receiving quotes to replace the awning over the main entrance.

NJCBG: We sent an updated timeline and justification for the delay in the project to the State Library. Additionally, our architect has been away for some time due to personal matters, and we expect the bid package to be complete this coming Monday.

SERVICES AND PROGRAMMING

In-Person Programming: We have seen a strong return of in-person programming. We have had more than 270 participants in just one month of in-person programming. This growth is primarily due to Story Time, which has attendance levels similar to those before the pandemic. Residents are well-attending Bridge and PowerPlay. Staff continues to bring in more in-person programming. Anime Club and Bilingual Arts and Crafts are also seeing a return to in-person programming, which should increase library participation. Staff is also incorporating the StoryWalk more into their programming, as we've seen with the Library's recent Hike to Riverside Gardens.

Virtual Programming: Some programs will remain virtual for the foreseeable future and are doing well in that medium. Yoga and Dance will remain virtual until May as we look at the COVID cases and poll participants and instructors. Staying virtual is beneficial for some programs, such as Let's Talk About Race,

Guided Journaling, and Conversational Spanish. Everything We Eat also benefits from being virtual as staff work with local dieticians to include a cooking demonstration at the next installment. This feature would not be possible in person.

Seed Library: Interest in our seed library is strong, and we are lucky enough to have many seeds to provide to the community.

Summer Reading Program: Adult Summer Reading and Children's Summer Reading Programming is being finalized. Because of the switch to our online platform, Beanstack, last year's summer reading program had greater participation than Children's. Activities are being planned for Wednesday nights and Saturdays and make and takes available for adults.

National Library Week: Was quite successful at the Library this year. The Library held raffles, quizzes, and contests for patrons and guests. Our adult raffle winner will be notified once we receive the movie tickets part of the giveaway. The Library also worked on a proclamation for the Borough. The staff enjoyed a lovely lunch spread for National Library Workers Day courtesy of the Library Board. Thank you!

Candid Virtual Workshops: The Library is hosting another Candid Workshop. This one is titled Fundraising During Uncertain Times, which will strengthen nonprofits' ability to fundraise in times of Crisis. The program so far has 17 participants registered.

Petting Zoo: The Library will be hosting Happy Trails Petting Zoo on April 23rd. The program is getting a lot of attention on Facebook, with over 2556 people reached. The extra attention prompted the Library to increase the program hours, and it will now run from 10:30 am. Happy Trails provides handwashing stations and trained staff on-site to ensure safety and fun!

Tree Giveaway: For Earth Day, the Library participates in two Tree Giveaways. One is through the Neighborhood Forest, which required registration back in March. Patrons can pick up their seedlings from that event on April 22nd. We are also working with the Shade Tree Commission to provide sapling giveaways on April 23rd from 9 am to 11 am on the Library's Front Porch.

Expiring/ New Patron Welcome Campaigns: The Library is putting together campaigns to reach a variety of patrons utilizing LMxAC's Patron Point. The Welcoming Campaigns will introduce new cardholders to all of the Library's Services and encourage them to register for our newsletter. The expiring patron campaign will remind existing cardholders that their card is up for expiration and to come to the Library to renew. These campaigns allow the Library to introduce the numerous new services we've added in the last two years.

Booksale Room: Books are selling out faster now due to the increased foot traffic. We've rearranged materials for a better shopping experience. We also recently had a patron who purchased over 40 books from the room. The increase in sales is evident on the income statement provided for this month.

- VIII. President's Report: Sara Siegler reminds the Board that the NJLA conference is the first week in June, held in Atlantic City. Additionally, Sara urges the Board to attend the American Library Association Conference in Late June that is being held in Washington DC, it is very rare for the conference to be within driving distance. There are rates for daily attendance and exhibitor room only attendance. Additionally, there are rates specifically for Trustee members.
- IX. Committee Report:
- A. Personnel: No meeting
 - B. Buildings and Grounds: Meeting held regarding chimney, and determining the need for an engineering evaluation and report.
 - C. Finance: No Meeting
 - D. Policy Review Ad Hoc Committee: No Meeting
 - E. Strategic Plan Ad Hoc Committee: No Meeting, Eleni will send out the status report to the Board.
- X. Foundation Report: Held no formal meeting, had multiple event planning meetings.
- XI. Old Business: None
- XII. New Business: None
- XIII. Resolution 22-08: Approving to 2022 Budget: Sara Siegler Motion, Sue Viscomi 2nd. Absent: Stephen Hecht, Jared Ramage, Mayor Menna. Abstain: None. All in favor. None Opposed.
- XIV. Resolution 22-09: Authorizing the Red Bank Public Library to retain Miller & Gaudio PC: Ann Ciabattone motion, Sue Viscomi 2nd. Absent: Stephen Hecht, Jared Ramage, Mayor Menna. Abstain: None. All in favor. None Opposed
- XV. Resolution 22-10: Terminix Exclusion Special Contract: Jim Whyte Motion, Sue Viscomi 2nd. Absent: Stephen Hecht, Jared Ramage, Mayor Menna. Abstain: None. All in favor. None Opposed
- XVI. Public Portion: None
- XVII. Adjournment: 715pm Jim Whyte Motion, Sue Viscomi 2nd. Absent: Stephen Hecht, Jared Ramage, Mayor Menna. Abstain: None. All in favor. None Opposed.

Respectfully Submitted,

Candyce Valor