

Board Meeting of the Trustees

Meeting Date: Thursday, January 17, 2019 Meeting Time: 6:30 pm Location: Meeting Room

- I. Call to Order at 6:55 pm after 2019 reorganization meeting.
- 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, 2019.**
- III. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Stephen Hecht, Joan Rothwell, Grace Saphire, Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Kathy Horgan, Mayor Menna, J T Pierson, Jared Rumage. Staff attending: Eleni Glykis, Candyce Valor.
- IV. Approve Meeting Minutes
  - a. December 20, 2018 Board Meeting Minutes approved. Moved by Stephen Hecht, seconded by Joan Rothwell. Ann Goldman abstained. Motion carried.
- V. Treasurer's Report – no report
- VI. Director's Report
  - a. Current Project Updates –
    - New website is live. Matt Hershberger has done an amazing job transferring the data over to the new platform. Some small glitches such as inactive links are being addressed.
    - Borough IT manager, Matt Ryan says our computer for the YA area that he has been repairing is coming back Friday, January 18.
    - Roof continues to have issues in heavy rains. It will be fixed. Terrence Walton at DPW thinks it should be covered by insurance. Eleni has asked for a meeting with Cliff to discuss all open facility items for the Library on 11:00 am Tuesday, 1/22 am. Awaiting confirmation from Cliff.
  - b. Staff Updates –
    - Judy Klaven-Guinta and Jamie Pfisterer have started working at RBPL and are settling into their new duties.
    - Mary Ellen, Sira, and Maria will be going to a seminar at Penguin House in New York on Friday, January 18. Topic – REFORMA's 3<sup>rd</sup> Annual Book Buzz – What's New in Spanish Publishing?
  - c. Services and Programming
    - The Program - Tracking the History of Your Home with George Joynson had 48 participants! Interesting talk and well attended.
    - Updated our ILLs (Interlibrary Loan) to allow more materials (DVDs for example) to circulate within the LMxAC Consortium libraries. RB circulation numbers are up from 2018 which is unique in these days of reduced circulation.

- Donated over 175 lbs of food to Lunch Break in our “food for fines” effort. Thanks to all who participated.
- Eleni is planning on applying for the Coretta Scott King Award to keep books coming for Bubbles and Books program at local laundromats.
- Open House planned for Wednesday, January 23 from 5 – 7 pm for the public to meet Eleni. Thanks for Sira and Linda for organizing this event.
- Looking for volunteers to conduct special Red Bank Walking Tours that feature a special focus such the Historic Area or musicians’ homes. Please contact Linda Hewitt if you, or someone you know, is interested.

d. Problem Patrons

- Vandalism in YA area on new table. Cameras caught him but he has not returned since. It has been cleaned off but it was recommended we take steps to speak with him and have him make amends in a constructive way through volunteering.

e. Relationship with the Borough - Department Head meeting took place on January 2 and Eleni met new firm taking over the interim CFO duties. One on one meeting with Z rescheduled.

f. Foundation – Met on January 7. Officers were elected and everyone decided to maintain their current positions to the approval of the Board. Anne Torre and Alan Fisher are Co-Chairmen, Robert Walsh is Treasurer, and Mike Gordon is Secretary. All Friends funds have been transferred to Foundation accounts. Foundation agreed to maintain the programs that the Friends traditionally funded throughout 2019. Annual Appeal is doing well and has exceeded 2018 results. See brief below.

g. Financial materials & Circulation Statistics in packets

VII. President’s Report – no report

VIII. Committee Reports:

- Personnel Committee – have not met
- Buildings & Grounds Committee – Architect has a schematic for proposed improvements prepared for us. Meeting to be set up with them.
- Finance – have not met
- Policy Committee (ad hoc) – Sue and Steve have met and found some simple updates in the Borough Personnel Policy Manual necessary for the Library staff but also a number of items that require more discussion. We want to be sure we adhere to Borough union contracts that apply to some Library staff as well as any State or Federal laws that may have come into effect after this manual was prepared such as the new NJ Sick Leave Act. In order to accomplish this, it was suggested that a full copy of the existing policy manual be emailed to all BOT members. Sue and Steve presented a document that begins the update process. It was further suggested that we conduct “workshop time” as part of the Board’s monthly meeting agenda to break this process into reasonable pieces for review and discussion. Be on the lookout for the digital copy of the policy manual and hold onto this meeting’s hand out in order to start this process. Our thanks to Sue and Steve for undertaking this important task.
- Bylaws Committee (ad hoc) – Discussion of the suggested changes to the Bylaws was held and some suggestions were made. In summary –
  - Article 4, Section 3 – Agreed that special meetings can be called but must follow the stipulations of the Open Meetings Act for advertising said meeting etc.

- Article 4, Section 4 – Quorum at any meeting shall consist of 5 members. This was erroneously suggested for change.
- Article 4, Section 6 – It was decided that a Trustee's absence from four (4) meetings over the course of a 1-year period is grounds for the President to speak with that Trustee about continuing to serve on the Board.
- Article 4, Section 8 – It was agreed that the order of business will be adapted to our current agenda order.
- Article 7, Section 1 – It was agreed that a simple majority of votes of Board members present at any meeting is necessary to pass any resolution, motion or order.
- ***A revised copy is attached with these meeting minutes and will be voted on at the next Board meeting. Thanks to the committee for reviewing and updating this document.***

IX. Foundation Report –

- a. See above in the Director's Report with one addition – the Foundation will be holding a fundraising session in early February to discuss our strategy to achieve the match necessary for the State Construction Bond Grant.
- b. A report of the results to date for the Annual Appeal was presented – a total of \$19,715 has been raised. This is a great result but can always be improved. Some questions and ideas were voiced. How many pieces were actually mailed this year? (Just heard back, we mailed 449 pieces. Our response rate is therefore 25% which is outstanding for a direct mail piece). Should we ask donors next year if they wish to be publicly acknowledged as a RBPL supporter, not mentioning their giving amount? That could be put on the website on a supporters' page throughout the appeal time.

X. Old Business – none

XI. New Business –

- a. Approve Resolution 01-2019 to approve 2019 Board of Trustee Meeting Dates. Moved by Sue Viscomi and seconded by Jim Whyte. Motion carried.
- b. Approve Resolution 02-2019 to authorize the Library Director to sign contracts in an amount not to exceed \$5,000 within the means of the draft and final budget approved by the Board for 2019. Moved by Ann Ciabattoni, seconded by Sue Viscomi. Motion carried.

XII. Public Portion – Cheers for the new website. Clean crisp design. All concurred.

XIII. Adjournment at 7:40 pm. Moved by Ann Ciabattoni, seconded by Sue Viscomi. Motion carried.

Respectfully submitted,  
Ann Ciabattoni