

Red Bank Public Library

Board Meeting of the Trustees

Meeting Date: Thursday, December 19, 2019 Meeting Time: 6:30 pm Location: Eisner Room

I. Call to Order at 6:44 pm.

II. Open Public Meetings Act – read by Ann Ciabattoni

1. 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, Stephen Hecht, Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Ann Goldman, Kathy Horgan, Jared Ramage, Joan Rothwell, Grace Saphire, Mayor Menna. Staff attending: Eleni Glykis, Candyce Valor.

IV. Approve Meeting Minutes November Board Meeting Minutes approved. Moved by Jim Whyte, seconded by Sue Viscomi. Motion carried.

V. Treasurer's Report – no report

VI. Director's Report

Current Project Updates

1. Local History Room: Some of the furniture from the local history room has been moved to circulation area to increase storage and flow of productivity. This was enabled by moving some of the local history book collection into the circulating collection on the main floor, or giving up materials to other libraries when the materials do not fit our local scope. The changes to the local history room have not resulted in the loss of any primary resources or original documents.

2. Census 2020: RBPL is part of the Borough's Official Census 2020 Complete count committee. Other participants of the complete count committee include Human Relations Advisory Committee, Lunch Break, Red Bank Public Schools, JBJ Soul Kitchen, Red Bank Affordable Housing Corporation, The League of Woman Voters of the Greater Red Bank Area, HABCore, Red Bank Family YMCA.

In addition, on December 19th, we were notified as recipients of the \$2000 mini grant from the ALA to support Census 2020 programming and preparation. RBPL was one of only two libraries in the state that received this grant.

3. Reciprocal Borrowing Agreement with Middletown Public Library: Eleni met with Heather Andolsen, Director of the Middletown Free Public Library to finalize a borrowing agreement to be presented at the next board meeting for Middletown. Eleni was notified on December 19th,

2019, that the Middletown Free Public Library voted “No” on the reciprocal borrowing agreement with RBPL. A follow up discussion regarding their refusal will be pursued.

4. MacMillian Boycott: Macmillan implemented an embargo on library ebook purchases that prevent libraries of any size from purchasing more than one copy of a newly released ebook for the first eight weeks after publication to increase sales. Macmillan’s embargo sets a dangerous precedent, which could result in influencing other publishers. As a result, eLibraryNJ, where we get the majority of our ebooks from has joined the boycott along 55 other libraries across the country. eLibraryNJ is joined along with Bergen County Cooperative Library System and the Somerset County Library system to boycott Macmillian titles.

Library staff has determined not to boycott print materials as believe this will be a detriment to the service to our patrons as our print circulation far outpaces our digital circulation. We do have information to give out to patrons in case they are upset that they cannot get a current Macmillian ebook via Overdrive.

5. Draft Budget 2020: Candyce and Eleni have worked on a draft budget for 2020 that we will bring forward to the Finance committee in January.

6. Community Profile: The Community profile done by the University of Michigan Graduate student is complete. Though some information given within the report is not relevant to Red Bank in addition to discrepancies and errors. Positively, the RBPL seems to be well respected in town. One item of interest is the disparity between languages spoken at home between age groups. Our younger populations are close to 50% speaking another language at home other than English, while 66% of respondents ages 18+ speak only English at home.

7. Audit: The audit for 2018 was completed and we are awaiting the final report from the auditor.

8. Grant Updates: We were awarded two grants. As mentioned above the \$2000 for the 2020 census. The other is from The Monmouth County Historical Commission for \$1,200. This will be for the digitization of the City Directories and therefore available through our website as the yearbook digitization is offered.

Services and Programming

1. Hip Hop Poetry Class beginning in 2020: We are going to start a young adult Hip Hop Poetry class that captures young adult voices through spoken word/rap. The free class is being taught by Holly Hall Kluck. The class will be 10 weeks long and start students with an introduction to the poetic elements that shape the content of both traditional poetry and Hip-Hop lyrics and end in a Poetry slam performance.

2. Local Author Writing Class: The Author sit-ins that we informally had at the library for National Novel Writing Month were quite a success. Staff member, Sarah O’Connor is looking

into hosting either a guided writing class or a meet and write class. A Facebook poll was put into place to gain information regarding patron interest.

3. Library Tours: Starting in January, Eleni will be conducting library tours on the Saturday she is working, these will be highlighted on the Library calendar listed on the website.

4. Freegal and Freading: We are looking into ending our service with both of these. Freegal and Freading usage is low in addition to the limited offerings of materials. The additional monies could be spent on increasing access to other online resources that have higher statistical usage.

5. Candid: We are looking into becoming a part of Candid's Funding Information Network. There is a \$3000 cost to doing this, but given the number of nonprofits in the area and that it requires in house use. These databases offer the most up-to-date, complete information you can get about grantmakers and the grants they've made.

6. Children's Room Outreach: The Children's room remains as busy as ever and the staff are also busier than ever. In the past month alone we have had visits and visited Red Bank Charter School for PJ evening story time, Red Bank Charter School PreK -2 Kwanzaa presentation, Monmouth Day Care Center Kwanzaa presentation and Red Bank Primary School Teacher Conference for tabling and library card registration

Relationship with the Borough.

1. We are working with the Borough Administrator and attempting to contact the Borough CFO, to have quarterly payments of our operational funds administered into our control. In addition, a review of our current financial policy is underway to see where we need to update it to meet auditing standards.

2. Sira Williams and Kathy Horgan briefly spoke regarding a story walk near Count Basie Park. Sira graciously offered the libraries support of maintaining the books for the storywalk. The funds for the storywalk fixtures would not be a library expense. Follow up with the parks and recreation department is needed to determine the area for installation and to provide vendor information.

VII. President's Report –

The January meeting will see Ann Goldman and Stephen Hecht renew their terms as library trustee members for an additional 5 years. Luigi Laugelli and Joan Rothwell will need to renew their one year terms as alternates.

As the representatives of the library, the Board of trustee members need to focus on self-promotion such as press releases regarding library activities.

VIII. Committee Reports:

1. Personnel Committee had two meetings, will discuss outcome with Finance committee.

2. Buildings & Grounds Committee did not meet; due to illness, meeting to be rescheduled.
3. Finance – did not meet. Looking at early January for next meeting to review Draft 2020 budget.
4. Policy Committee (ad hoc) – did not meet. Last policy packet is awaiting comments.
5. Strategic Planning – Continued discussion regarding survey questions to pose to the community. Barbara gathered the results of the discussion and we will continue on January 22, 2020.

IX. Foundation Report – The Foundation is in the planning stages of a Red Bank House tour. Currently, there are 9 properties on the tour. This fundraiser is to support technology advancements at the library.

Today the annual appeal has received 57 (out of 528 mailed) donations totaling \$5,000. This time last year, there were 83 donations totaling \$9000. The difference in the total comparison is expected due to mailing date difference between 2018 and 2019 with the Thanksgiving holiday.

X. Old Business – none

XI. New Business –

Approve Resolution 2019-11: Authorization of Biff Duncan Associates IT agreement for 2020. Moved by Sara Siegler, seconded by Stephen Hecht. Motion carried.

Authorization of temporary 2020 Budget not to exceed 25% of the 2019 appropriated budget. Moved by Stephen Hecht, seconded by Sue Viscomi. Motion carried.

XII. Public Portion – no public present so no comment.

XIII. Adjournment at 7:34 pm. Moved by Sue Viscomi, seconded by Jim Whyte. Motion carried.

Respectfully submitted,

Candyce Valor