

## Board Meeting of the Trustees Meeting Minutes

December 16, 2021 ~ Time: 6:30pm

Location: Main Floor Library

- I. Call to Order: 631pm
- II. Open Public Meetings Act Read by Ann Ciabattoni
  - I. Roll Call: In attendance: Ann Ciabattoni, Luigi Laugelli, Robyn Gedrich via Zoom, Sue Viscomi delayed arrival 6:50pm, Sara Siegler, Stephen Hecht, Kathy Horgan, Ann Goldman. Absent: Jim Whyte, Jared Ramage, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.
- III. Approve November Board Meeting minutes: Postponed to January 2022 meeting.
- IV. Approve November 18, 2021 Regular Board Meeting Minutes
- V. Treasurer's Report

**Bill List – Action Item: \$18,075.57** Motion: Sue Viscomi, 2<sup>nd</sup> Sara Siegler. Abstained – none. Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.

- VI. Director's Report:

### **CURRENT PROJECTS**

**NJCBG:** We are waiting for the final engineering drawings. The engineering firm indicated that they would complete them this week or early next. Once the architects receive the engineering drawings, they will need a couple of days to review and compile the necessary documents. Our architect also reached out to various state and private entities regarding asbestos. A licensed asbestos contractor will have to cut and wrap the pipes, avoiding full-blown remediation. This would most likely be subcontracted through the General Contractor awarded the project.

**IMLS Cares Grant:** The electrical work needed for the locker system is completed. The Library is finalizing the locker system wrap designs, which are due to the manufacturer by December 20th. The order is being processed with the production team, and members from Package Concierge will be reaching out to us soon to schedule a site visit. In addition, we have reached out to vendors for Chromebook quotes for the purchase and completed the necessary Chromebook lending policy, which is awaiting board approval.

**ARPA Grant:** The lending policy that includes the Chromebooks also covers the iPads and Launchpad Playaway devices we will be purchasing through the ARPA grant. Once the items are in, they will be processed and provided for circulation.

**TalkBox Health Booth:** The electrical work needed for the TalkBox Health Booth is also complete. The expected arrival time of the unit is six weeks. Units are manufactured on an on-order basis.

**NJSL + Literacy Partners Hub Grant:** All of the electrical and data cables have been pulled up underneath the floor in the Eisner Room. Once the electrical receptacles are in, the Electrician will return to complete the necessary work to convert the space into a computer lab. We also work with furniture vendors for tables and receive quotes to purchase the required computer equipment. One staff member also attended an in-person training session at Plainfield for the Lab. Our latest hire's information has also been forwarded to the Borough so that the necessary physicals and other pre-employment screenings can be set up and completed. We have also posted the additional lab position on Indeed, the Library's Website and over at Brookdale. Applications will be accepted for the next two weeks, although we have already gotten many qualified applicants. We are hoping to have our Lab and classes up and running by mid-January, supply chain issues permitting of course.

**Holiday Schedule:** The current Borough approved holiday schedule for 2021 includes Thursday, December 23rd as an observed Holiday for Christmas Eve, however, we at the Library did not. As a result, unionized staff working on the 23rd will receive double pay for the Borough Holiday. A holiday schedule for 2022 has been provided for Board approval, our holiday schedule remains the same as in years past.

**Buildings and Grounds:** Thursday, December 2nd, the boiler system malfunctioned and needed repair. Emergency work that needed to be completed was delayed resulting in an emergency closure on Tuesday December 7th. A discrepancy arose regarding the responsibility of building maintenance. We are looking at having the deed officially reviewed and scheduling a meeting with the Borough to revisit some of the maintenance issues in the building and discuss who is responsible. Upon recommendation from Jared Rumage, we have also reached out to Steven Siegel from Spiezle Architectural Group, Inc to inquire about the cost of a building assessment and review. The firm can do a high level assessment with budgets or a more thorough detailed assessment of the building which would include all building envelope components (i.e. roofing, exterior walls, windows, etc.), site work, mechanical, electrical, plumbing and fire protection systems, interior needs (i.e., finishes, ceilings, flooring, doors, etc.), code compliance, program changes (includes altering the interior spaces, walls, ceilings, etc. to better accommodate the 21st century library principals, and budgets with priorities. Rough fees would be between \$7,000 and \$9,000 for high-level review and \$15,000 to \$20,000 for more detailed assessment.

**Mural:** Work on the proposed Mural will be starting at the Middle School soon. The Borough would still need a Certificate of Insurance for the company installing the piece, however, we are looking into using the assistance of the Department of Public Works.

**Fine Free Report:** Comparing numbers to pre-pandemic years is a bit difficult, however looking at data from 2019 and 2021 indicates that Fine Free may be assisting circulation.

## **SERVICES AND PROGRAMMING**

**Lantern Walk:** On Wednesday, December 8th, was a great success. Thanks to Karen Cronin for organizing the event. Over 16 participants enjoyed creating their lantern in the Eisner Room and then walking over to Riverside Gardens to enjoy the latest Story Walk installation.

**Excluded New Jerseyans Fund Clinic:** RBPL hosted another Excluded New Jerseyans Fund clinic. The second clinic hosted at the Library by the RBR Dreamers and Cosecha Red Bank had over 50 participants and assisted NJ residents from as far as New Brunswick. The past two clinics have helped over 85 families acquire access to over \$100,000 of stimulus monies they were previously unable to receive. There will be a final clinic on December 22nd.

## **GRANTS**

**Social Worker:** The Chair of the HRAC has reached out to us as they are pursuing a grant to fund a social worker. We are setting up a meeting to discuss how a social worker would benefit and advance the mission of RBPL.

**Inclusive Financial Literacy Programming Kit:** We are applying to ALA's Inclusive Financial Literacy Programming Kit. One hundred libraries will receive a kit which contains: The Inclusive Financial Literacy book list, developed by a team of librarian advisors in collaboration with ALA and the FINRA Foundation, with corresponding best practices and programming ideas for public and school libraries, a copy of Rainy Day Ready: Financial Literacy Programs and Tools a ready-to-use guide for library staff with 16 model financial capability programs, and a print copy of five books from the book list for libraries to add to their circulating collection.

## RELATIONSHIP WITH THE BOROUGH

**Public School Visits:** A follow up to the Classroom visits we had in November. In a lesson observed on the library's tour and gratitude, it's apparent that the students from RBMS who visited RBPL enjoyed their visit and are eager to return to the Library. A big thank you to Sira Williams, for making the library a fun and exciting place for the youth in our community.

**Charter School Visits:** Last week Sira also visited the Charter School to introduce and educate the community on the celebration of Kwanzaa.

**Monmouth County Day Care:** Sira will also be visiting Monmouth Day Care Center to celebrate Kwanzaa with Red Bank's smallest residents and nonresidents.

## RBPL IN THE PRESS

**Taptino:** Advertised both the Library's [Redevelopment Program](#) and [covered the event afterward](#). As usual, our newsletter was also published on their webpage.

- VII.** President's Report: Ann Ciabattoni requests that future budgeting should also incorporate emergency situations as we faced on Tuesday December 7<sup>th</sup>, with the emergency closing due to lack of heat in the building.
- VIII.** Committee Report:
  - a. Personnel: Meeting was scheduled December 16, no meeting held due to lack of members
  - b. Buildings and Grounds: Meeting was held on December 8<sup>th</sup> details will be shared during the Executive Session.
  - c. Finance: Finance meeting was held Tuesday December 14<sup>th</sup> at 630pm. Additional details will be shared during the Executive Session
  - d. Policy Review Ad Hoc Committee: Meeting was held Tuesday December 7<sup>th</sup>, policies are on the agenda for approval this evening.
  - e. Strategic Plan Ad Hoc Committee:
- IX.** Foundation Report: No meeting. Annual appeal was sent and donations have already been received.
- X.** Old Business: None
- XI.** New Business:
  - a. Approving Resolution 2021-31: Approving Red Bank Public Library 2022 Holiday Schedule. Holiday schedule for 2022 will be revised with the inclusion of Juneteenth. This will be observed on June 20, 2022. Motion: Stephen Hecht, 2<sup>nd</sup> Ann Ciabattoni. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.
  - b. Approving Resolution 2021-32: Approving the Technological Device Lending Policy. Motion: Sara Siegler, 2<sup>nd</sup> Suzanne Viscomi. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.
  - c. Approving Resolution 2021-33: Approving the Meeting Room Policy: Motion: Ann Ciabattoni, 2<sup>nd</sup> Sue Viscomi. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.
  - d. Approving Resolution 2021-34: Approving the Community Organization Courtesy Card. Motion: Sara Siegler, 2<sup>nd</sup> Suzanne Viscomi. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.
  - e. Approving Resolution 2021-35: Approving Matthew Hershberger to join CWA Union, up to 29 hours

weekly. Motion: Stephen Hecht, 2<sup>nd</sup> Sue Viscomi. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.

**XII.** Approving Resolution 2021- 36: Approving the carryover of excess vacation time. Motion: Stephen Hecht, 2<sup>nd</sup> Ann Ciabattoni. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.

**XIII.** Public Portion: None

**XIV.** Adjournment: 745pm Motion: Sara Siegler, 2<sup>nd</sup> Suzanne Viscomi. Abstained – none Absent: Jim Whyte, Jared Ramage, Mayor Menna. All in favor.

Respectfully Submitted,

Candyce Valor