

Red Bank Public Library - Eisner Memorial 84 West Front Street Red Bank, NJ 07701

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### **Board Meeting Minutes of the Trustees**

Meeting Date: February 24th ~ Time: 6:30pm ~ Location: Main Floor Library

- I. Call to Order: 630pm
- II. Open Public Meetings Act: Let the minutes reflect that notice of this meeting has followed the Open Public Meetings Act.
- III. Roll Call: Sara Siegler, Jim Whyte, Stephen Hecht, Jared Ramage, Robyn Gedrich, Sue Viscomi, Ann Goldman. Staff Attendance: Eleni and Candyce. Absent: Ann Ciabattoni, Kathy Horgan, Mayor Menna,
- IV. Approve Board Meeting minutes:
  - A. Approve January 20, 2022 Reorganization Board Meeting Minutes: Sue Viscomi Motion, Jim Whyte 2nd. Absent: Ann Ciabattoni, Kathy Horgan, Mayor Menna. All in favor. None opposed.
  - B. Approve January 20, 2022 Regular Board Meeting Minutes: Jim Whyte Motion, Stephen Hecht 2nd. Absent: Ann Ciabattoni, Kathy Horgan, Mayor Menna. All in favor. None opposed.
- V. Committee Assignment:

Ann Ciabattoni could not attend this meeting but has previously expressed she would like to remain on the buildings and grounds committee.

  - A. Buildings and Grounds: Jared Ramage \*, Ann Ciabattoni, Robyn Gedrich
  - B. Finance: Sue Viscomi\*, Stephen Hecht
  - C. Personnel: Stephen Hecht\*, Jim Whyte, Robyn Gedrich
  - D. Policy Ad Hoc: Ann Goldman, Sue Viscomi
  - E. Strategic Plan Ad Hoc: Jim Whyte, Sue Viscomi
- VI. Treasurer's Report:

**Bill List – Action Item: \$29,963.52:** Sue Viscomi motion, Jared Ramage 2nd. Absent: Ann Ciabattoni, Kathy Horgan, Mayor Menna. All in favor. None opposed.
- VII. Director's Report:

#### Current Projects

**NJCBBG:** We met with the interim CFO and interim business administrator to discuss the payment of the Construction Bond. It was agreed that the Borough would cover the upfront costs of the project and seek reimbursement from both the State Library and the Foundation. In addition to making sure the drawings and specifications do not contradict the protocols, we are finalizing the bid document, which includes the notice to bidders and RFP process. It would be better for the borough to administer the bidding to save some expenses, although the architect could do so if necessary.

**IMLS Grant:** [The locker system was installed on February 10th](#), without any major issues and staff had virtual training during the week before installation. We are finalizing procedures and processes for making the locker system available to the public, giving staff the opportunity to train on the physical system, which will go live to the public the week of 28th of February. We also received the 20 Chromebooks that were part of the grant and are working with our IT vendor for a system set up to protect patron's privacy to finalize their availability for circulation. Stephen has recommended reviewing the porch lighting to ensure patron safety when accessing the locker system.

**TalkBox Health Booth:** The TalkBox Health Booth could arrive during the first week of March.

**NJHealthConnect:** We received promotional materials from the East Brunswick Public Library and

NJHealthConnect @Yourlibrary. iPad distribution via EBPL is scheduled to begin March 1st. In addition to the singular iPad that we will place in the TalkBox Health Booth, we plan on copying the same software on the Library's future collection of circulating iPads.

**NJSL + Literacy Partners Hub Grant:** To prepare for the courses they will shortly provide to the public, our instructors are currently attending Train the Trainer classes. As a way of having our new instructors become more familiar with the NorthStar testing system as well as client intake, RBPL staff are signing up to take the test. Not only will this give our new instructors practice on both the software and working with new clients, but will also help staff identify where they can improve in terms of software and technology. Our Literacy Instructors will also train our staff on their weaker areas. The remaining lab furniture has been delivered and will be assembled next week. We also discussed with the temporary CFO and interim business administrator that the Library would be responsible for submitting the reimbursement paperwork to the State Library and would in turn reimburse the Borough for the salary expenses covered by the grant.

**Electrical Upgrades:** Unfortunately, we are unable to add additional outlets to the floor due to steel plate flooring underneath the concrete. We will upgrade the existing wall outlets to multifunctional ports and purchase mobile electrical outlet units to provide additional electrical access in our YA and main floor reading space.

**Mural Project:** Diane Archilla is researching which materials to use for the mural. Medium-density overlay or aluminum honeycomb panels are both frequently used in outdoor signage and mural, cost and availability will determine which materials are used.

**Historic Preservation Fund Grant:** Monmouth County Historical Commission and Board of Chosen Freeholders awarded the Library \$9,873 dollars to paint the Eisner portion of the Library. This will cover just about half of the total cost of the project. The presentation ceremony will take place at the Commission meeting on Monday, February 28th at 7:00 p.m. Our Head of Reference, Barbara Pickell, will attend.

#### Services and Programming

**COVID-19:** Valentine's Day marked the return of in-person services to the public. In March, we will return to in-person programming. The public is welcome. As a result of our reopening, our customers are delighted. Masks are still required in the Library, as they are in all municipal buildings according to the Declaration of Emergency on January 14th.

**Local History:** Local history continues to be utilized tremendously online and we are still working with our vendor to make our digital portal as accessible as possible. We have

**African American Author Read In:** We are working on completing a video montage of staff reading various works by African American Authors. Additionally, our Race and Diversity Story Time was shared by school media specialists in their classrooms

**Sira also participated in the United Methodist Church's No Racism Storytime on 2/17.**

**Virtual Programming:** Our virtual programming selection continues to remain strong, with over 25 programs offered in January. Our programs were viewed by 3567 patrons.

**Seed Library:** The Seed Library catalog has gotten an upgrade thanks to the artistic abilities of Natalya Andrex. [The card catalog which houses our seed collection now features an original floral piece by the Library's own in-house artist.](#) April's Sustainable Red Bank program will focus on upcycling common household plastics to utilize for seed starters and will work hand in hand with the seed library. Another seed swap may also be

planned for the Spring.

**LTAR:** This month's LTAR program was canceled, we hope to come back with a fantastic event this March.

**LMXAC:** Two new libraries are joining the consortium. Fanwood and Scotch Plains are joining LMxAC, their migrations in the system should be complete later this year.

#### Relationship with the Borough

**Red Bank Regional:** April Barry, School Media Specialist at the Red Bank Regional High School stopped by to get assistance with research topics for RBR students. Our reference staff is busy assisting her with materials.

**Borough of Red Bank:** We had a one on one with the Borough Administrator and CFO to discuss reimbursements and handling of the various grants and other arrangements. Additionally, the Charter Commission is conducting interviews with various municipal entities to discuss the interactions with the current Borough form of government, the Library is one of those entities. The Library was also invited to be a part of a virtual focus group with BFL planning to prepare for the Borough's Master Plan.

#### RBPL in the Press

Two River Times: [Once again TRT's Allison Perrine covered RBPL's January Let's Talk About Race Program](#)

- VIII. President's Report: Sara expressed gratitude to Eleni for handling a social media comment with great professionalism, especially on a holiday when the library was closed.
- IX. Committee Report:
  - A. Personnel: No meeting
  - B. Buildings and Grounds: No meeting was held but Jared did give an update on the mural project. Dianna is selecting materials and the mural panel size will be 5x10. Work on the project should take place over the next few months.
  - C. Finance: No meeting
  - D. Policy Review Ad Hoc Committee: No meeting
  - E. Strategic Plan Ad Hoc Committee: No Meeting
- X. Foundation Report: Eleni Glykis reported that the Foundation had a meeting on February 11th to discuss the reception they are planning for the spring.
- XI. Old Business: None
- XII. New Business: None
- XIII. Public Portion: None
- XIV. Adjournment: 710pm – Sue Viscomi motion to adjourn, Robyn Gedrich 2nd. Absent: Ann Ciabattoni, Kathy Horgan, Mayor Menna. All in favor. None opposed.

Respectfully submitted,

Candyce Valor