

Red Bank Library Board of Trustees Meeting – February 21, 2019 at 6:30 pm in Meeting Room.

- I. Meeting called to order at 6:35 pm
- II. Open Public Meetings Act – read by Ann Ciabattoni
  - 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, 2018.
- III. Roll Call- In attendance: Ann Ciabattoni, Joan Rothwell, Sara Siegler, James Whyte, Suzanne Viscomi, Dr. Jared Ramage & Kathy Horgan Not in attendance Mayor Menna, JT Pierson, Stephen Hecht, Ann Goldman and Grace Sapphire. Staff attending: Eleni Glykis and Candyce Valor.
- IV. Approved Minutes
  - a. Library Board of Trustee Reorganization Meeting Minutes for January 17, 2019. Moved to approve by Sara Siegler and seconded by James Whyte. Dr. Ramage abstained. Motion carried
  - b. Board Meeting Minutes for January 17, 2019. Moved to approve by James Whyte and seconded by Dr. Jared Ramage. Motion carried
- V. Treasure's report: No report
- VI. Director's Report
  - a. Services & Programming
    - i. Program time discrepancies on the website have been corrected & the 3<sup>rd</sup> computer is still being worked on.
    - ii. Received new architectural plan for the possible renovation for the downstairs floor, waiting for the revision after a feedback meeting.
    - iii. Light ballasts were broken and an electrician was called and fixed the issue.
    - iv. Clean energy initiative was discussed for changing over all light bulbs to LED.
    - v. Proposal for additional IT support was received and will be reviewed. Additional services needed because Matt Ryan, Borough's Director of Information Technology, is difficult to get here for support. RBPL needs to make sure we have the help to meet our patrons' needs.
    - vi. 5 people attended the Library's new Citizenship class.
    - vii. Automatic Renewal is being discussed at the LMxAC next week. East Brunswick has a solution and Red Bank hopes it is adopted.
    - viii. Superbowl Saturday Mario Kart Tournament was a success. One participant came from the Bronx to join in.
    - ix. Karen's Junk Journaling was a success and people would like more programs like this.
    - x. Artsy Smartsy is going to be on February 16 & Fun with Forts will be February 23.
  - b. Problem patrons: the YA vandal returned and was civilly confronted. It was decided an appropriate atonement would be 10 hours of community service - cleaning the tables,

dusting shelves etc. The teenager has not returned to perform the service and no parents were contacted.

c. Relationship with the Borough:

- i. Workforce Grant: It was not clear when “staff” was offered that there was charge. Eleni suggested that the Borough pay the staff and then reimburse themselves from the grant proceeds. The Borough will layout the money and keep the repayments. The work staff will be used for building cleaning and helping staff prepare for programs.

d. Recommend hiring Jorge Barrios Jimenez to the Permanent Part-Time Library Assistant Position. Personnel committee has reviewed credentials and is in agreement.

e. Facebook stats have been great - 47,723 reaches in 2018. Sara Siegler mentioned that a Facebook live event count qualifies towards the state aid program statistics as an attendance to the program.

f. Father John Mason Lock of Trinity Episcopal Church, noted the rough condition of the table in the Eisner Room. He would like to re-finish it at no expense to the Library.

VII. President’s Report

a. All Board members must complete 7 hours of training annually. Workshops, trainings, conferences and possible online classes will be available.

b. Grace Sapphire resigned from the Board, Sue Viscomi offered to be Secretary, vote at the next meeting.

c. Committee positions discussed

- i. Finance: Sara Siegler, Stephen Hecht, Sue Viscomi, Ann Ciabattoni
- ii. Buildings & Grounds: Ann Goldman, Jared Ramage, Joan Rothwell, Ann Ciabattoni
- iii. Personnel: Stephen Hecht, Grace Sapphire, Ann Ciabattoni, James Whyte

d. Policy Committee: Sue and Steve will work with the Library Director then report to Board at a workshop

VIII. Committee Report:

a. Personnel: Reviewed the candidate for Permanent Part-time Library Assistant position and recommended hire.

b. Building & Grounds: no meeting.

c. Finance: no meeting.

d. Policy Review Ad Hoc Committee: Discussed under President’s report.

e. Bylaws Review Ad Hoc Committee: Amended bylaws will be voted on later in the meeting.

IX. Foundation report: No meeting in February. \$20,805 collected for annual fund drive.

Discussing fundraising needs to meet the match anticipated for the state grant when the guidelines are released.

X. Old Business: none

XI. New Business

a. Superintendent alternate’s Oath of Office pushed back to March meeting.

b. Committee assignments updated.

- c. Resolution 2019-03 amendments and update to the Board of Trustees' Bylaws: Moved by Dr. Ramage, seconded by Sara Siegler. Approved by James Whyte, Ann Ciabattoni, Joan Rothwell, Sara Siegler, Suzanne Viscomi & Dr. Jared Ramage
- d. Approve resolution 2019-04 Hiring Jorge Barrios Jimenez to the Permanent Part-Time Library Assistant Position: Moved by Sara Siegler, seconded by James Whyte. Approved by James Whyte, Ann Ciabattoni, Joan Rothwell, Sara Siegler, James Whyte, Suzanne Viscomi & Dr. Ramage

XII. Public Portion

- i. Patty Vacarelli is interested in volunteering in the community. Attended our meeting to see what kinds of things we do.

XIII. Adjournment at 7:05 pm. Siegler moved, seconded by Joan Rothwell. Motion carried.

Respectfully Submitted,

Sue Viscomi