



Eisner Memorial Library
84 West Front Street Red Bank, NJ 07701
Phone: 732-842-0690 Fax: 732-842-4191 Website: redbanklibrary.org

Board Meeting of the Trustees

Meeting Date: January 16, 2020 ~ Time: 6:30pm ~ Location: Meeting Room

- I. Call to Order: 6:55pm
- II. Open Public Meetings Act: Read By Ann Ciabattoni - 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, 2020.
- III. Roll Call - In attendance: Ann Ciabattoni, Stephen Hecht, Jared Ramage, Luigi Laugelli, Joan Rothwell, Ann Goldman, Jim Whyte. Not in attendance: Sue Viscomi, Kathy Horgan, Sara Siegler, Grace Sapphire, Mayor Menna. Staff attending: Eleni Glykis, Candyce Valor
- IV. Approve Board Meeting minutes: Motion to approve by Jim Whyte, 2nd by Stephen Hecht, All In Favor.
- V. Treasurer – no report. Though Eleni and Candyce have been working on the 2020 budget for finalization for the March meeting.
- VI. Director's Report:
 - A. Current Project Updates

Sewer Pipe Issue: Wednesday, January 15th at 4:00pm there was a strong odor coming from the basement of the Library. Library Business Manager and I investigated the basement and decided it was best to call the Fire Department and the Fire Marshall for what could be a gas leak. We evacuated the building as we awaited the Fire Department, Gas Company and Department of Public Works to further evaluate the situation. There was no gas leak, however there was a break in the sewer line causing us to shut down the bathrooms and close to the public. Cliff Keene from DPW brought in a cleaning crew and an emergency plumber. The clog was the result of overgrown roots in the line. The buildup of the clog resulted in a broken elbow joint which also sprayed water onto our electrical panel. The bathrooms were functional again last night at around quarter to 8pm and we were open to the public. We are awaiting to hear back from DPW for next steps regarding the sewer line repairs that need to be made and if there was any electrical damage to the panel below.

Census 2020: We had our first complete count committee meeting and are working with the group to finalize our strategies for recruiting both for census takers and sharing with the community the importance of filling out the census.



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Municipal Appropriation: Library Business Manager and I will be setting up a meeting with Peter O'Reilly to discuss transferring the municipal appropriation to the Library Accounts. To prepare for the transfer of funds, we sent a draft Purchase Order to be used in house to authorize payments for municipal money through library checking accounts to the auditor for review and have started reworking our financial policy to accommodate the change in procedure. We will present this to the Finance committee first and then to the board for approval.

Computer updates: Comprise Staff and Mike Bagileo from LMxAC visited the Library on 1/9/2020 to upgrade SAM 11, our PC management software. The upgrade was supposed to correct a number of issues we have been experiencing with the product. The upgrade has solved a number of issues, but during the upgrade we were also alerted a couple of problems:

- Our domain controller is still 2008. This is not an immediate problem, but should be the first thing we look to upgrade. Since we have purchased cloud storage to pack up our current server system, we will most likely back it up and then work with our IT consultants to upgrade it.
- A few computers were not logging in and saying they could not authenticate to our domain. We don't what the cause of that is and it will be another issue to work with our IT Consultants. Not connecting to the domain could also be something that is causing issues with SAM 11.

Local History: We will start digitizing the Library's directories to make them available to all members of the public. Additionally, we are working on reconfiguring our subject headings in the local history room for vertical files and making them more accessible and available to the public. The materials kept in these files is useful to researchers, but only useful if they know it exists and is searchable. In 2020 we will also be working with the policy committee to update some of the existing Local History policies and change them to reflect the changes happening in the Local History Room. This is also the case for a number of library policies that we would either like to update or create once the Personnel Manual is approved.

Services and Programming:

Food for Fines: We were able to provide Lunch Break with 250Lbs of food via our Food for Fines programming. Our contribution not only helps our patrons pay off fines, but also helps Lunch Break continue to be one of Monmouth County's vital Social Service Agencies.

Library Tours: Our first Historic Library Tour was attended by five patrons. We covered the history of the building and current programs and services offered at the Library.



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Staff Updates: One of our Library Assistants has resigned from her position effective January 31, 2020. We would like to thank Sarah O'Connor for all of her work at the Red Bank Public Library and wish her well in all of her future endeavors. We would like to advertise this position as soon as possible so that we can be back at full capacity.

Staff from both the Children's and Reference departments represented the library at REFORMA Northeast's 4th Annual Book Buzz What's new in Spanish Language Publishing. The event highlights Spanish language publishing industry for a day of exclusive book presentations and exhibits of Spanish language materials for all age levels. The presentations will focus on Spanish language Juvenile / Young Adult literature during the morning session and Adult literature in the afternoon. Publishers and distributors will showcase upcoming new and/or the best titles featured at the LIBER and FIL Book Fairs.

NJ Construction Bond Act

The application has been released and requests for proposals will be start being accepted March 6th. Our architect has given us a conservative estimate of \$225,000 for replacing the elevator, front doors and renovating the lower level bathrooms. We have also heard back from the Borough Grant writer, and the next steps would be to have a meeting with the grant writer and architect to discuss the application process.

Relationship with the Borough

The Red Bank Middle School reached out to us for assistance accessing Rosetta Stone. We are working with them to provide library cards to students who might not currently have so they can access the software. The Red Bank Public Schools also visited our Storytime to advertise their PreSchool Program enrollment. We have been asked by the Borough if we would like to provide a display for Borough Hall. We are working to put something together that showcases Red Bank's History.

Reached out to the recreation department to see how we can coordinate the Library's participation in some of the larger events that happen in the Borough. Specifically Pride in the Park and other such programming.

Financial materials & Circulation Statistics: Few questions regarding clarification of statistics; summer reading enrollment lower and public understanding of these statistics. Clarification that the spreadsheet statistics are not presented in their generic form, they are for annual reporting, budgeting and infographics.

VII. President's Report – Schedule in advance quarterly meeting for committees is ideal, cancel if necessary.



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VIII. Committee Report

- A. Personnel – Last meeting was on 1/3/2020 ~~and the next meeting is scheduled for April 16th.~~
- B. Buildings and Grounds – Construction bond is the focus with architect and grant writer. The idea to work with the Borough of Red Bank engineer to evaluate the library structure was suggested. The next meeting is scheduled for April 16th
- C. Finance – no report
- D. Policy Review Ad Hoc Committee – no report
- E. Strategic Plan Ad Hoc Committee – Last meeting was on 1/18, the next meeting will be 2/12 – Finalize survey for rollout.

IX. Foundation Report – The Foundation held their reorganization meeting and Ann Torre will remain as President, Robert Walsh will remain as Treasurer and Michael Gordon will remain as Secretary. These elections show no change from the previous year. The Annual appeal has raised \$19523.00 with a 20% response rate. The Final Eisner Foundation check was received for \$10,000. The Foundation is concentrating on their Historic House Tour on May 9th, there are 9 sites to visit. This is not a guided tour, the houses will be open to the public with a ticket from 11-3pm, after the closing of the tour time, and the ticket holders are invited to the library for light refreshments at the Library. On April 3rd there will be a special thank you event for homeowners participating.

X. Old Business:

- B. New Business: Approve resolution 2020-01 to approve the contract hiring Eleni Glykis as the Director of the Red Bank Public Library. Motion by Stephen Hecht, 2nd by Ann Goldman, all in favor.
- C. Approve resolution 2020-02 approving the personnel manual of the Red Bank Public Library. Motion by Jared Ramage, 2nd by Joan Rothwell, all in favor.

XI. Public Portion – Jared Ramage thanks Sira Williams and Eleni Glykis for the ability to speak at the weekly storytimes regarding the Red Bank Preschool services that are available to residents of Red Bank. An additional thank you for the information regarding access to Rosetta Stone with RB Library cards for the students.

XII. Adjournment 7:36pm motion by Jim Whyte, 2nd by Ann Ciabattoni, all in favor.

Respectfully Submitted,

Candyce Valor