

## Red Bank Public Library - Board Meeting of the Trustees

Eisner Memorial Library

84 West Front Street Red Bank, NJ 07701

732.842.0690 | [www.redbanklibrary.org](http://www.redbanklibrary.org)

Meeting Date: Thursday, January 21, 2021 Meeting Time: 6:30 pm Location: Online via Zoom. Public notified and invited to join via phone line with the agenda posted on the Red Bank Library website.

Call To Order: 642pm

Open Public Meetings Act – read by Candyce Valor.

Let the minutes reflect that, in compliance with the Open Public Meetings Act, notice of this meeting has been provided by notifying via email the Asbury Park Press, the Two River Times and redbankgreen and by filing same with the Borough Clerk on December 28, 2020.

Roll Call: In attendance: Ann Ciabattoni, Sue Viscomi, Jared Ramage, Stephen Hecht, Joan Rothwell, Sara Siegler, Robyn Gedrich. Not in attendance: Ann Goldman, Jim Whyte, Luigi Laugelli, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.

Approve December 2020 Meeting Minutes: Moved by Stephen Hecht, seconded by Sue Viscomi. Motion carried.

Treasurer's Report: Bill List Approval \$12,428.60: Moved by Sue Viscomi, seconded by Joan Rothwell. Motion carried.

Director's Report: Current Projects:

Technology Upgrades: New staff pcs and docking stations have been ordered. The desktops have a delivery date of January 27<sup>th</sup> and the one staff laptop should arrive on February 5<sup>th</sup>. We expect the Computer side of these upgrades to be complete by mid-February. The new printers are also scheduled to be delivered and set up on the 27<sup>th</sup>.

NJ Construction Bond Act: Paperwork for the NJ Construction Bond Act was sent on 12/23, the majority of the responses are due March 1. One questionnaire is due on January 21<sup>st</sup> and this includes a Trustee approval of the project. The original resolution from applying for the grant can be used, however, I thought that having an additional resolution showing the Board's support would ensure compliance. Additionally, there is an attached proposal from SOME architects for the remainder of the architectural services required for the renovation project.

Translation of Website: The Spanish language translation of the RBPL is coming along at a much faster pace and real progress is being done. We hope to have the Spanish language site up in the next month or two. The Spanish translation of the website will also help the Library meet Key Area 2.1 of the Library's Strategic Plan.

Fire Marshall Inspection: The Fire Marshall visited the building on 12/23 and found numerous violations. The majority of them were rather small infractions of noncompliance. DPW was able to rectify number of the issues in house and was able to get a hold of the electrician to correct a few noncompliance electrical issues including installing new emergency exit signs (the existing ones were obsolete). The biggest item for concern were the downstairs children's outlets. Electrical work will have to be completed to meet compliance. These items have been added to the existing project list.

Services and Programming: Driving-Tests.org: The Library now has access to Driving-Tests.org, which and offers free DMV study materials and practice tests in both English and Spanish.

Author Talk: The Library will be hosting Stephanie Evanovich on February 10<sup>th</sup> via zoom.

Expanding Curbside Hours: Candyce Valor and I are working together to create a staff schedule that would also include a half Saturday open hours for curbside. Saturday hours would run from 10-2pm and would allow the full-time staff member to take off during their virtual week. Staffing would be limited to ensure that there is no team cross over.

Fine Free: With curbside service, quarantining of materials, we are looking into extending our fine free model throughout the first quarter of 2021, but are also going to investigate eliminating fines entirely from the library for all materials.

Brainfuse: The State Library has acquired Brainfuse through CARES act funding and is hoping to make it available to all public Libraries by mid-February. Brainfuse offers expert help, including live, personalized tutoring, writing assistance, live support for language learners and more in both English and Spanish. The addition of this resource will help the library meet numerous aspects of the new Strategic Plan.

Candid: Our representative from Candid reached out to let us know that we can begin to schedule the following courses: Introduction to Foundation Directory Online; Introduction to Finding Grants; Introduction to Proposal Writing; Introduction to Corporate Giving; Introduction to Fundraising Planning and Is Starting A Nonprofit Right For You?

Local History Digitization: We did receive our grant funding to start the digitization of the National Regatta programs. Additionally, the Library will proceed with the creation of an online photo gallery through IDI and have already sent out scans of the postcard, McCue and Historic photo collections.

Big Read: The Library's Big Read project and grant application is coming along smoothly. The Library selected American Sunrise by Joy Harjo. Proposed programs include a poetry slam, a panel discussion with the author Joy Harjo and multiple book discussions. Programs will be held across the Borough of Red Bank to increase participation and truly meet the Big Read's goal of a community read. Partnerships include Red Bank Public Schools, Red Bank Regional High School, Project Write Now, Count Basie Center for the Arts, Two River Theater, and the Foundation for the Red Bank Public Library which has promised to provide the matching funds.

President's Report: Ann voiced that this grant is highly competitive and was encouraged by the agreement of Joy Harjo to come to Red Bank for a reading.

#### Committee Reports:

Finance: No Meeting, Will meet before February Board meeting. Sue has agreed to remain Finance Committee Chairperson.

Personnel: Met on 1/13/21 to tie up loose ends and will be discussing further during executive session. Stephen has agreed to remain Personnel committee chairperson.

Buildings & Grounds: No meeting, will set up a schedule for 2021. Jared has agreed to remain Buildings and Grounds Committee chairperson.

Policy Review: No meeting. Steve H. and Sue V will remain on committee.

Strategic Planning: No meeting. Jim Whyte (absent this meeting) has expressed interest remaining as chairperson of this committee. This will be confirmed at February 18<sup>th</sup> Board Meeting.

Foundation Report: The Foundation had a meeting on January 11<sup>th</sup>. Anne Torre has stepped down as President. Michael Gordon has stepped down as Secretary, Anne Torre has taken up that office. Linda S. and Beth H. have agreed to co-chair the library foundation.

Old Business: No Old Business

New Business:

Approve Resolution 21-02: Temporary 1<sup>st</sup> Quarter Operating Budget not to exceed 25% of previous year's budget. Motion by Sue Viscomi, seconded by Joan Rothwell. Motion carried.

Approve Resolution 21-03: 2021 - 1st Quarter Allocation of \$52,309.39 from Library Reserve Account: 0-01-55-000-011. Motion by Sue Viscomi, seconded by Ann Ciabattoni. Motion carried.

Approve Resolution 21-04: Authorizing Library Director, Eleni Glykis contract signing authority not to exceed \$5,000. Motion by Sue Viscomi, seconded by Joan Rothwell. Motion carried.

Approve Resolution 21-05: Fine Free First Quarter of 2021. Motion by Ann Ciabattoni, seconded by Stephen Hecht. Motion carried.

Approve Resolution 21-06: Approving Architectural work by SOME Architects. Motion by Joan Rothwell, seconded by Sue Viscomi. Motion carried.

Approve Resolution 21-07: Approving the Barrier-Free Accessibility Improvements Project. Motion by Jared Rummage, seconded by Sue Viscomi. Motion carried.

Public Portion: No public present

**Start Executive Session: 732pm: Motion by Stephen Hecht, seconded by Joan Rothwell. Motion carried.**

**Adjournment Executive Session: 746pm: Motion to close executive session Jared Rummage, seconded by Sue Viscomi. Motion carried.**

Approve Resolution 21-08: Eleni Glykis Director Contract: Motion by Stephen Hecht, seconded by Sue Viscomi. Motion carried.

Adjournment: 748pm Motion by Jared Rummage, seconded by Joan Rothwell. Motion carried.

Respectfully submitted,

Candyce Valor