

Board Meeting of the Trustees

Meeting Date: January 20, 2022 ~ Time: 6:30pm

Location: Zoom Meeting ID: 876 3140 5495 Passcode: 200584

- I. Call to Order
- II. Open Public Meetings Act Read by Sara Siegler, 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 January 13, 2022.
- III. Roll Call: Ann Ciabattoni, Jared Ramage, Robyn Gedrich, Sue Viscomi, Sara Siegler, Stephen Hecht, Ann Goldman, Jim Whyte Kathy Horgan arrival 6:51pm. Absent, Mayor Menna. Staff attending Eleni Glykis, Candace Valor.
- IV. Approve Board Meeting minutes
 - A. Approve November 18, 2021 Regular Board Meeting Minutes - Motion: Ann Ciabattoni, 2nd Stephen Hecht. Absent: Mayor Menna. All In favor. None opposed.
 - B. Approve December 16, 2021 Regular Board Meeting Minutes and Executive Session Minutes: Motion - Sue Viscomi, 2nd Ann Ciabattoni. Jim Whyte, Ann Goldman abstain. Absent: Mayor Menna. All In favor. None opposed
- V. Treasurer's Report
 - A. **Bill List – Action Item: \$35,593.04** - Motion – Ann Ciabattoni, 2nd Jared Ramage. Absent: Mayor Menna. All In favor. None opposed

VI. Director's Report:

CURRENT PROJECTS

NJCBG: Bid drawings were completed and our architect has reached out to Red Bank administration and the borough and architect are working together on some of the procedural details. We are planning a meeting the week of the 17th with Chief McConnell and Temporary CFO Steven Gallagher to discuss payment of the construction project as it is a joint project between the Borough and Library.

IMLS Grant: Delivery and installation of the locker system is scheduled for Monday, February 7th. We are finalizing details of the wrap art work for the locker system. The art work is an original piece by Library Assistant Natalya Andrex. The other large equipment purchases for this grant include Chromebooks, equipment for hybrid programming, and a staff laptop. We'll be working with our vendor to review options and layouts.

ARPA Grant: The library recently acquired Pronunciator as part of the ARPA Grant funding. Pronunciator is the world's most comprehensive language-learning service with over 164 languages to learn and 144 languages to learn them in.

TalkBox Health Booth: We are awaiting shipping information regarding the TalkBox Healthbooth, but we expect some delays given the spike of COVID cases around the country.

NJHealthConnect: We signed up to receive a Health Connect iPad through a partnership with the State Library and East Brunswick Public Library. East Brunswick shared a list of Apps available on the iPads which we will also load on the additional iPads we will be purchasing as part of the ARPA grant and the three iPads we acquired during the 2020 Census.

NJSL + Literacy Partners Hub Grant: Computers, laptops and smart board for the lab have been delivered. We also have a shipping date for chairs and are awaiting shipment information for the remaining furniture. Candidates for a second instructor were interviewed, a recommendation has been made to the board for the hire. Our first instructor will be coming by on Wednesday the 19th to complete onboarding paperwork and some training. We expect to start our lab hopefully by mid to end of February.

Buildings and Grounds: The pump repair to the boiler has been completed. The repaired pump was installed on Friday, January 14th. Supreme also stopped by on the 13th to kick start the backup pump and repair broken belts on the system. We also received an example of an assessment from an architect to review and are looking into other engineering firms that could provide this service.

SERVICES AND PROGRAMMING

COVID-19: We have returned to a curbside model of service as the fourth wave of the global pandemic comes to a peak. Previous reports by state officials suggest that the surge caused by omicron should start to wane by the end of the month. We would like to remain curbside until the at least the end of January in hopes that the transmission rate will remain at 1 or lower. A transmission rate over 1 indicates the pandemic is still expanding, a rate of 1 means the outbreak is leveling off. Since returning to curbside service only, we have done 69 pickups and we still provide computer printing, notary services, and virtual programming. We moved both our indoor pantry and coat drive outside to assist the public in need. We will also have staff development days to review the digital services we have acquired and ensure that our staff know how to best promote these services. We have received comments for medical staff thanking us for closing and doing our part to aid in the control of the pandemic.

Candid: We renewed our Candid subscriptions and are ironing out the details to have another Virtual Fundraising Series as we did last summer. Before we start the series, staff will create a list of local nonprofits so we can better reach local nonprofits.

Excluded New Jerseyans Fund Clinic: RBPL hosted a total of four Excluded New Jerseyans Fund Clinics before the end of the year and have helped 80+ residents receive access to essential funding.

Expanded Virtual Resources: The Library has added a number of digital resources to our catalog. This include previously mentioned Pronunciator, World Book for Kids an online children's encyclopedia, and Creativebug which offers access to online video arts and crafts workshops and techniques.

Local History: There has been quite a change to our Local History Digital Archives page. The Archive now features our historic photos, Monmouth Pictorial and as always Newspapers, Yearbooks, and City Directories. Our vendor is still resolving some last-minute details that need to be fixed, but the collection is available to the public.

Staff Blog: We are looking at bringing back the staff blog while we remain remote and seeing if we can keep the blog going when reopen to the public.

Plainsboro Public Library: We had a visit from the Director and Youth Services Librarian from Plainsboro Public Library to check out the RAD Lab and what we offer.

RELATIONSHIP WITH THE BOROUGH

Red Bank Regional: We are working with April Barry to bring some of our programming directly to where Young Adults are. This includes Powerplay, Sustainable Red Bank, Bilingual Arts and Crafts. Sira Williams and Candyce Valor will also be attending RBR's preschool Dino Day at the end of this month. We are also going to look at dropping books off at Red Bank Regional for students to pick up at the media center.

Senior Center: We are setting up a meeting with Jackie Reynolds from the Senior Center to review the programming and materials we can provide through the Senior Center as a result of our Libraries Transforming Communities Grant.

RBPL IN THE PRESS

Two River Times: Covered LTAR's Kwanza Program.

FINANCIAL MATERIALS & CIRCULATION STATISTICS – IN PACKETS

- VII. President's Report: Sara extends a thank you to Ann Ciabattoni for her tenure as Board President. Sara would like the Board members to put together a short bio as this would be a great asset to give to new members as an introduction.
- VIII. Committee Report:
 - A. Personnel: Committee met on the 17th regarding the HUB instructor positions that are grant funded.
 - B. Buildings and Grounds: No meeting
 - C. Finance: Police is still reviewing the case.
 - D. Policy Review Ad Hoc Committee: No meeting.
 - E. Strategic Plan Ad Hoc Committee: No Meeting.
- IX. Foundation Report: The Foundation is proud of the work the Library staff has done for the underserved in the community. Annual Appeal has reached \$22,545.00 in donations.
- X. Old Business: Stephen Hecht expressed concern regarding the Library Board meeting access on the Red Bank Borough website. Eleni and Candyce will follow up with Pam on positioning and wording for access.
- XI. New Business:
 - A. Approving Resolution 22-02 Temporary First Quarter Operating Budget – Motion: Sara Siegler, 2nd Sue Viscomi. Absent: Mayor Menna. All In favor. None opposed
 - B. Approving Resolution 22-03 Allocation of the First Quarter Operating Budget – Motion: Ann Ciabattoni, 2nd Jared Rumage. Absent: Mayor Menna. All In favor. None opposed
 - C. Approving Resolution 22-04 Authorizing Library Director to sign contracts in an amount not to exceed \$5000 – Motion: Jim Whyte, 2nd Ann Ciabattoni. Absent: Mayor Menna. All In favor. None opposed
 - D. Approving Resolution 22-05 Authorizing Assistant Director to sign contracts not exceed \$2500 – Motion: Sara Siegler, 2nd Sue Viscomi. Absent: Mayor Menna. All In favor. None opposed
 - E. Approving Resolution 22-06 Hiring E. Miller to Digital Literacy Instructor – Motion: Stephen Hecht, 2nd James Whyte. Absent: Mayor Menna. All In favor. None opposed
 - F. Approving Resolution Number: 22-07 Authorizing the Red Bank Public Library to utilize R. Sullivan Electric to upgrade various electrical needs at the Red Bank Public Library not to exceed \$8600 – Motion: Sara Siegler, 2nd Jared Rumage. Absent: Mayor Menna. All In favor. None opposed
- XII. Public Portion: None
- XIII. Adjournment: 718pm – Motion: Jim Whyte, 2nd Sue Viscomi. Absent: Mayor Menna. All In favor. None opposed.

Respectfully Submitted,

Candyce Valor

