

Eisner Memorial Library

84 West Front Street Red Bank, NJ 07701

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

Meeting Date July 22, 2021 ~ Time: 6:30pm

Location: Library Building - Main Floor

- I. Call to Order: 634pm
- 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 via email the Asbury Park Press, the Two River Times and redbankgreen and by filing same with the Borough Clerk on July 12, 2021.
- III. Roll Call: In attendance - Ann Ciabattoni, Jim Whyte, Robyn Gedrich (via Zoom), Sara Siegler, Sue Viscomi. Not in attendance: Stephen Hecht, Joan Rothwell, Kathy Horgan, Jared Ramage, Ann Goldman, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor
- IV. Approve June 17, 2021 Board Meeting Minutes: Motion Jim Whyte, 2<sup>nd</sup> Sara Siegler. Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in favor. Motion carried.
- V. Treasurer's Report  
**Bill List – Action Item: \$28,412.31 Motion** Sara Siegler, 2<sup>nd</sup> Sue Viscomi. Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan, Jared Ramage, Ann Goldman, Mayor Menna. All in favor. Motion carried.

VI. Director's Report:

### **CURRENT PROJECTS**

**COVID-19 Response:** Both the Children's Room and the remainder of the Library are open now with limited to no restrictions. The Library is still requiring masks as we service a large part of the population who can still not get vaccinated. Additionally, this is still a transitional time with the virus with more areas both nationally and internationally being open, more folks traveling and additional variants of concern emerging. Cases are going up, in fact transmission rate currently is higher than it was this time last summer, when there was no vaccine. The mask mandate in the library has gotten some negative feedback, but overall the public has been rather polite when they forget to wear a mask and gladly take one from the main entrance.

**Elevator:** The dupline board has been replaced, however Jersey Elevator has not returned to complete the work in figuring out where the short exists between the call buttons.

**NJCBG:** We are still waiting for the bid documents to be complete from the architect. Reporting on the progress of the plan is due to the State Library on August 1.

**Little Free Library & StoryWalk:** The Borough mason has taken the Little Free Library to be installed by Riverside Gardens. Once the little free Library is in place, staff will work to decide an "opening day" for the Little Free Library. Additionally, one of the StoryWalk panels was vandalized and that replacement will be

getting installed shortly.

**Stairs:** The wooden stairs by the front entrance have been replaced by the Borough mason with concrete steps. The multi-level wooden staircase leading to the lower lawn has been evaluated and found to be unsafe and will be removed. The set of concrete steps on the back lawn has been evaluated and will be removed.

**New Policies:** The Library has been working on updating a number of policies. The Technology policy has been updated to reflect a change in allowed 10 Free Black and White Prints per day. Changes were also made to the Wi-Fi Policy to exclude the names of the library's Wi-Fi Networks and to simplify language in the Children's Use of Internet.

NJ History Room Publishing Policy was also revised to reflect changes in the History Room. As our scanned images will soon be available online for the public, there is little reason to charge any sort of fee for publishing or for printing the image. The new policies reflect this change.

Additionally, the existing meeting room policy was reviewed by the policy committee and then sent off to the insurance company for compliance. The insurance company made some changes to the hold harmless agreement and recommended that we send the policy to the Borough Attorney for review. Once that review is complete and changes are made, it will go back to the policy committee for discussion.

**96-98 Front Street Project:** The Zoning Board met on 7/15. Members of the Library Staff and Board were present at the meeting. The architect for the project presented his testimony. The developer is seeking variances for a number of setbacks. Specifically, the setbacks that would impact the library included the lack of a setback from the 10'ft retaining wall being constructed to obscure the view of their parking lot. The lack of a setback would mean that the trees they are statutorily required to plant would be planted on the Library side of the property. The Zoning Board brought up that the developer would need to gain approval from council and an agreement that as the planter of the trees the developer would be responsible for maintaining those trees. The Public was not allowed to comment as the meeting came to an end at 9:30pm and the hearing is to be continued. The next meeting is scheduled for October 7<sup>th</sup>. The concerns for the Library also include the parking, water drainage issues and more. The updated plans were included with this board report for board review.

## **SERVICES AND PROGRAMMING**

**In-Person Programming:** The Library has had some successful in person programming, this includes The Mindful Hour with Dr. Carol Penn, Bridge and in Person Story times gaining more participation. Our next in-person programs include Cupcake Decorating, Readin' on the River Book Club, StoryTime and Stuffed Animal Sleepover.

**Virtual Programming:** Our virtual programming continues to have success and will continue this month with Let's Talk about Race. Spanish conversation will be taking a pause in the Month of August and resume again in September.

**Summer Reading:** Our Summer Reading program theme this year is Tails and Tales. So far through

Beanstack we have 59 registrants now & 30 active readers. As part of the summer reading program, a Trail of Tails is also included at the StoryWalk at Riverside Gardens. QR Codes Link to National Geographic information on each animal. This includes another activity for the community to engage in outside of the Library.

**Candid Virtual Summer Fundraising Series:** What started off as a slow program has fully picked up some steam. At our latest offering, Intro to Proposal Writing, we had over 50 registrants and 20 participants. The course will be offered again in September.

### **GRANTS**

**CARES Act Mini-Grants for Public Libraries:** The majority of the materials for this project have been ordered.

**NJSL ARPA GRANT:** The State Library released grant information regarding the American Rescue Plan Act of 2021 Grant Opportunity for NJ Public Libraries. RBPL is asking for \$100K to enhance efforts it has already made with its previous win in the CARES Mini-Grant program. This includes more umbrellas for the backyard space, solar powered chargers to add to both the front and back yard spaces, seating, laptops and playaways for all ages.

**NASA @MyLibrary:** The Library will also be submitting an application for NASA@myLibrary. Sixty winning Libraries will receive training and resources to implement NASA events and programming, access to a university Subject Matter Expert (SME) to support patron engagement, and a \$1,600 programming stipend.

### **RELATIONSHIP WITH THE BOROUGH**

A One-On-One was scheduled with the Interim BA, Chief Darren McConnell. We discussed the Library Roof issue and other issues still in need of addressing at the Library. This includes the transfer of both 2019 and 2020 Fringe benefits.

### **RBPL IN THE PRESS**

[Our Cupcake Program](#) was featured in Patch, and as always the weekly newsletter was run in TapInto. [Two River Times reported on the Library serving as an unofficial cooling station.](#)

### **FINANCIAL MATERIALS & CIRCULATION STATISTICS – IN PACKETS**

VII. President's Report: Ann C. talked about the trustee training that is needed each year. There is a webinar about NJ open public meeting law that can be attended for free on July 28, at 7pm. If anyone is interested, reach out to Ann or Eleni and the sign-up information will be sent.

VIII. Committee Report:

- A. Personnel: No report.
- B. Buildings and Grounds: No meeting.
- C. Finance: Finance meeting was held on 7/19 regarding the creation of new position of Assistant Director that is on the agenda for approval this evening. Still waiting on Borough CFO to transfer funds for the fringe benefits. Capital budget detail should be

reviewed for Library projects to be submitted to the Borough.

D. Policy Review Ad Hoc Committee: No meeting.

E. Strategic Plan Ad Hoc Committee: Meeting scheduled August 18, 2021.

IX. Foundation Report: Meeting held July 12. Donor party is being discussed for 2021 as a thank you for support.

X. Old Business: None

XI. New Business:

A. Approve Resolution 2021-16: Approving the submission of the NJ State Library American Rescue Plan Act of 2021 Grants for NJ Public Libraries.

Motion: Ann Ciabattoni, 2<sup>nd</sup> – Sue Viscomi Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in Favor. Motion carried.

B. Approve Resolution 2021-17: Approving the updated Technology Policy

Motion: Jim Whyte, 2<sup>nd</sup> – Sue Viscomi Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in Favor. Motion carried.

C. Approve Resolution 2021-18: Approving the updated NJ Local History Room Permission to Publish and Photographic Resolution Policy

Motion: Ann Ciabattoni, 2<sup>nd</sup> – Sue Viscomi Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in Favor. Motion carried.

D. Approve Resolution 2021-19: Approving the Union Classification change for the Technical Services Coordinator from Clerk to Administrative Assistant Level 10

Motion: Ann Ciabattoni, 2<sup>nd</sup> – Jim Whyte Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in Favor. Motion carried.

E. Approve Resolution 2021-20 Approving the Assistant Director Position

Motion: Ann Ciabattoni, 2<sup>nd</sup> – Sara Siegler Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in Favor. Motion carried.

F. Approving Resolution 2021-21: Adopt Permanent Part-Time 2021 Budgeted Salaries

Motion: Ann Ciabattoni, 2<sup>nd</sup> – Sara Siegler Abstained – none. Absent: Stephen Hecht, Joan Rothwell, Kathy Horgan (non-voting), Jared Ramage, Ann Goldman, Mayor Menna. All in Favor. Motion carried.

XII. Public Portion – None.

XIII. Executive Session for Personnel discussion - None needed.

XIV. Adjournment: 709pm Motion – Sue Viscomi, 2<sup>nd</sup> Jim Whyte. All in favor. Motion passed.

Respectfully submitted,  
Candyce Valor