

Red Bank Public Library Board Meeting Minutes

Meeting Date: June 17, 2021, ~ Time: 6:30 pm ~ Location: Zoom

Location: Zoom: Meeting ID: 815 4128 6626 Passcode:

Public notified and invited to join via phone line with the agenda posted on the Red Bank Library website.

- I. Call to Order: 632pm
- II. Open Public Meetings Act read by Ann Ciabattone 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 February 8, 2021.
- III. Roll Call: Ann Ciabattone, Jim Whyte, Stephen Hecht, Kathy Horgan, Robyn Gedrich 640pm, Ann Goldman, Sara Siegler, Sue Viscomi, Joan Rothwell. Not in attendance: Jared Rummage, Mayor Menna. Staff attending Eleni Glykis, Candace Valor.
- IV. Approve Board Meeting minutes:
 - a. Approve May 20, 2021 Regular Board Meeting Minutes: Motion – Joan Rothwell, 2nd Jim Whyte. Abstained – Sue Viscomi. Absent: Jared Rummage, Mayor Menna. Motion carried.
- V. Treasurer's Report
 - a. **Bill List – Action Item: \$6982.45** - Motion – Sue Viscomi, 2nd Joan Rothwell. Abstained – none. Absent – Jared Rummage, Mayor Menna. Motion carried.
- VI. Director's Report:

CURRENT PROJECTS

COVID-19 Response: Although Governor Murphy lifted almost all of the significant COVID-19 Restrictions, including social distancing requirements and the mask mandate, the Library is still enforcing masks and social distancing rules. Libraries exist in a grey area and service a diverse population. Many of library patrons include groups that would still be required to wear masks. The way to keep the community and staff safe is to enforce the mask mandate and reassess again in July. The Library did lift the hour time limit for visitors. In-person programming has slowly been reintroduced with great reception.

Elevator: The quote and our concern for the elevator repair was forwarded to Interim BA, Chief McConnell. We then received a PO from the Borough in the amount we were quoted to replace the Dupline board to the elevator. We will be in contact with Chief McConnell concerning the amount of labor to diagnose the issue. These latest repairs stem from the recent Inspection we had done by the Security Company.

Direct Install Clean Energy Program /Energy Audit: After consultation with the LGEA, the Library is not eligible for the main energy audit as we are below the LGEA 200kW baseline. However, we can pursue the direct install program with a particular Monmouth County Contractor and work with our current energy provider to work on benchmarking. The program is seeing a transition come this July, and we will continue to investigate our options moving forward to make the building more sustainable.

NJCBBG: Eleni Glykis had brief meeting with the architect to pick out finishes. Some finishes, such as the tiles in the bathroom and other fixtures, were selected. That information will be passed to the interior designer, and the finalization of bid and construction documents continues.

Staff Professional Development Day: Library staff has not worked together as a team in over a year. The library will close to the public on Monday, June 28, to allow for a staff development day. Curbside service will still be available. This gives the team the opportunity to be all together, help ready the Library for what a lot

of us are considering a "Grand Reopening," cover some training and celebrate together as a group all they have accomplished this year. An email request for funding from the Foundation has requested a catered lunch for Staff.

Little Free Library & StoryWalk: Materials have been received to install the Little Free Library. We are asking Public Works to install the Little Free Library at the approved location at Riverside Gardens. A date to launch an opening will be determined once coordinated with DPW. Additionally, avenues of interaction and statistical gathering from individuals who utilize the feature are being pursued.

SERVICES AND PROGRAMMING

Pride in the Park: The Library was present at Red Bank's Pride in the Park. Library staff were both in attendance and also working the Library's Table. A special acknowledgment to Natalya Andrex, Candyce Valor, and Jaime Pfisterer for working the RBPL table and designing the Craft activity, buttons, stickers, and bookmarks for the event. Another thank you is also extended to Cathy Tobin, who attended and documented the event for the Library's Facebook and social media accounts. The Library had a positive response from the community, many of whom passed on compliments about the Library's pandemic response and services. We also wanted to extend a thank you to Councilwoman Kate Triggiano and, of course, our very own council liaison, Kathy Horgan, for their support and stopping by our table. During the Pride in the Park, the Library gave away 150 buttons, countless stickers, a make and take mermaid craft, and had over 11 sign-ups for the Spark Change Program.

NJLA Poster Presentation: Sira Williams participated in NJLA Annual Conference with a Poster Session regarding Race and Diversity Story Time. The virtual poster session included a PDF Poster of Information, a video introduction, supplementary materials, and a Q&A Session with Sira. The poster and program received great feedback from colleagues throughout the State.

Mural: The Mural would require additional insurance from the Artist. However, the work on the mural panels would be completed during school hours as a school activity and should not require additional insurance. The Library is working with public works to determine how to install the pieces.

In-Person Programming: As the library staff slowly start reintroducing in-Person Programming, they are starting with outdoor programming. There are no plans to bring in large groups at this time. So far, Book Club, Bridge and Storytime are transitioning into outdoor programs. The most attended outdoor program so far was the concert by the Red Bank Regional String Collective with forty-five individuals in attendance. In the event of inclement weather, programs with limited participation will relocate indoors. Programs with larger groups will be canceled or rescheduled. Some indoor programming is tentatively scheduled for early August. At this time, the Library staff is prioritizing the meeting room for its programming and then opening it up to external groups. An updated meeting room policy is schedule to be introduced at the July Board Meeting.

Collection Maintenance: Staff completed significant weeding of the Nonfiction, Fiction and Children's collections. Doing so has cleared up a lot of shelf space, ultimately making the collection more appealing to the public. Weeding has also helped us reevaluate how we utilize shelving and space on the main floor. We are investigating expanding the current YA area by eliminating an existing shelf and developing two additional quiet study spaces and reworking areas to serve our community better.

Homebound Delivery: With the Staff returning to the Library on July 6, we are looking at using the Month of July to begin homebound delivery and then starting the service in August as we finalize details with Meals on Wheels and the Senior Center.

Race and Diversity Family Read-A-Long Kit: Race and Diversity Storytime is taking a hiatus, but in its place,

the Children's Room offers Race and Diversity Family Summer Read-A-Long Kit. The kit includes a book, a bag, discussion questions, and inspirational goodies. Registration is required and available on our website.

The Mindful Hour with Dr. Carol Penn: Another in-person programming scheduled to start this summer is The Mindful Hour with Dr. Carol Penn. The program will be held on the first and third Fridays of July and August and include Yoga, Meditation, Tai Chi, and other globally proven mindset and movement techniques.

Spark Change: This quarter's book will be Being Jazz: My Life as a (Transgender) Teen by Jazz Jennings. All young adults can attend the Library's Discord Server discussion, even if they haven't read the book. The conversation will allude to the book and discuss what it means to be a person of transgender experience. The sign-ups increased during the Pride Event.

Summer Reading: Summer reading programs are planned for Young Adults, Children and Adults. Details can be found on our website. We also want to express gratitude to Eii Inc of Cranford for donating to our Summer Reading Program. This is the second year the Cranford-based electrical and mechanical contracting firm has contributed to RBPL's summer reading program.

Temporary Library Cards: Temporary Library-Card are still active at the Library through July 15. We have emailed all recipients of Temporary Cards to come in the pick up their cards and become permanent cardholders.

Historic Walking Tours: The first walking tour of 2021 had a decent turnout at the end of May. Saturday June 19th is the only tour scheduled until September. Kathy Lou Colmorgen will lead this tour. Starting in September, a tour is organized every month till November. We are also partnering with Brookdale Community College in a Fall Tour on an upcoming Saturday that will also feature the Library and information about the Eisner Family. Registration for the tour is available through our website.

Primary Day: The Library was once again a voting site. Patrons who stopped by to vote were pleased to hear the Library was open to the public.

GRANTS

CARES Act Mini-Grants for Public Libraries: The two resolutions below enable the Library to purchase the necessary equipment to expand its wireless network as outlined in the grant application. The grant is a reimbursement, so to cover the project's cost, the Library requests funding from the Library's borough reserve and will then submit for reimbursement from the State Library as per their grant guidelines.

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 looking into putting together a proposition for Grant Funding to enhance the Library's entrance and expand access to the collection after hours, increasing our technology, or even providing a grant funding social worker to assist with COVID-19 relief.

Banned Books Week Grant: The Library Applied to the Banned Books week grant to cover that upcoming quarter's Spark Change program.

RELATIONSHIP WITH THE BOROUGH

A great working relationship has been established with the Interim BA. Movement on the rehabilitation of the front steps is underway as they are awaiting delivery of the materials for the job.

A Library display is featured in Borough Hall, thanks to the assistance of Sue Goldberg. The display features information on the Library's offerings, advertises the Library's 2nd Annual Photo Contest and more.

RBPL IN THE PRESS

[The Asbury Park Press ran the following article on the Library eliminating fines.](#)

[The Two River Times once again covered the Library's Let's Talk About Race Program on Native Americans in](#)

[the Two River Area.](#)

FINANCIAL MATERIALS & CIRCULATION STATISTICS – IN PACKETS

- VII. President's Report: In reviewing the monthly statistics, Ann C. is excited to see the increase with the in-person attendance at the library. Ann Ciabattone thanks all those that participated in the Seed Exchange and Pride in The Park events.
- VIII. Committee Reports:
 - A. Personnel: Meeting held 6/16/21. Information will be discussed during closed session.
 - B. Buildings and Grounds: No meeting, no report.
 - C. Finance: No meeting, no report. Meeting will be scheduled for July.
 - D. Policy Review Ad Hoc Committee: No meeting, no report.
 - E. Strategic Plan Ad Hoc Committee: Meeting held June 10th. Key target area 1 was analyzed and discussed. The next discussion will take place in August as the committee will move on to key target area 2.
- IX. Foundation Report: The foundation met on June and will meet again July. The final tally for the 2020 Annual Appeal in the amount of \$23,828 is better than previous years by a few hundred dollars. Preparation is underway for the next year. Additionally, there was a discussion on how to increase fundraising avenues such as face to face meetings, events, possibly bringing someone on board with expertise in fundraising in a small nonprofit.
- X. Old Business: None
- XI. New Business:
 - a. **Approve Resolution 2021-14:** Approving the Mini-CARES Grant for the Red Bank Public Library Wireless Wonders Program Project: Motion – Sue Viscomi, 2nd Sara Siegler. Absent – Jared Ramage, Mayor Menna. Abstain – None. Motion Passed.
 - b. **Approve Resolution 2021-15:** Authorizing Transfer of Funds to Supplement Red Bank Public Library Wireless Wonder Program Project: Motion – Jim Whyte, 2nd Joan Rothwell. Absent: Jared Ramage, Mayor Menna. Abstain – None. Motion Passed.
- XII. Public Portion: None
- XIII. Executive Session: 705pm Motion Joan Rothwell, 2nd Stephen Hecht. Absent – Jared Ramage, Mayor Menna. Abstain – None. No board action taken during meeting. Close of Executive Session. 720pm.
- XIV. Adjournment: 728pm Motion Joan Rothwell, 2nd Sue Viscomi. Absent- Jared Ramage, Mayor Menna. Abstain – None. Motion passed.

Respectfully Submitted,

Candyce Valor