

Eisner Memorial Library

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**Board Meeting of the Trustees:** Meeting Date: June 16, 2022 ~ Time: 6:30pm

**Location: Main Floor Library**

- I. Call to Order: 640pm
- II. Open Public Meetings Act: 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 the same with the Borough Clerk on February 22, 2022.
- I. Roll Call: Sara Siegler, Ann Goldman, Robyn Gedrich, Ann Ciabattoni, Stephen Hecht. Staff Attendance: Eleni Glykis and Candyce Valor. Absent: Sue Viscomi, Jared Ramage, Kathy Horgan, Jim Whyte, Mayor Menna.
- III. Approve Board Meeting Minutes:
  - A. Approve May 19, 2022 Regular Board Meeting Minutes: Ann Ciabattoni Motion, Robyn Gedrich 2nd. Absent: Sue Viscomi, Jared Ramage, Kathy Horgan, Jim Whyte, Mayor Menna. All in favor. None opposed.
- IV. Treasurer's Report
  - A. **Bill List – Action Item: \$20,257.35** Ann Ciabattoni Motion, Robyn Gedrich 2nd. Absent: Sue Viscomi, Jared Ramage, Kathy Horgan, Jim Whyte, Mayor Menna. All in favor. None opposed.
- V. Director's Report:

#### Current Projects

**IMLS:** Chromebooks will be available by the end of the month while we work on promotional materials and finalize some details on the Library's end. We continue to work with our vendor regarding hybrid programming equipment installation and look to do so before the end of the summer. The remaining grant funding will cover the Library's Internet service and increased digital holdings throughout 2023.

**Labor and Literacy Lab:** Seven students are enrolled in IC3; ten started the course, but three dropped out for personal reasons. In the future, we will not offer the entire run of the IC3 program. Our community does not need the time-intensive and labor-intensive class. Short lessons on Microsoft Word, Excel, and other digital literacy and labor programs would greatly benefit our community and allow us to offer additional digital classes such as coding and robotics. We aim to reduce IC3 course time constraints to better serve those seeking digital literacy and job skills and Spanish speakers seeking technology training courses, all in alignment with our Strategic Plan. Additional software costs and fees would also be eliminated. Even without completing the first round of IC3, the Labor & Literacy Lab has been an enormous success, with tutees acquiring gainful new employment opportunities or achieving other life goals such as writing memoirs. A front-page article made The Two River Times May 19th issue. Grants of up to \$20,000 are available through the New Jersey State Library. The borough grant writing agency contacted us about this grant, and we are working with her to complete our application.

**TeleTalk Booth:** We are still working on marketing the TeleTalk Booth and establishing partnerships with different agencies to encourage the use of the TeleTalk Kiosk to meet the community's needs.

**ARPA:** The four solar charging stations have been delivered, and we are working with the Department of Public Works to install them. Shipment of MAC purchases are delayed, but not by much. We met with our Launchpad Playaway representative to review device specifications and warranty information and will place that order shortly. The final phase includes indoor and outdoor furniture purchases and a town-wide mailer informing residents of the Library's new services and programs.

**Exterior Painting:** Administration is still waiting on a third quote for replacing the window trim on the Eisner portion of the building. Our quote from Duraplex for capping 26 windows and three entryway doors comes in at \$11,450. We intend to use the remaining funds from the 2010 renovation project, which currently has just under \$17,000. We are still waiting on the Borough to guide us on the next steps for the assessment of the no longer functioning Chimney. We have expressed multiple times that we would be willing to pay for the man lift to facilitate the demolition of this structure to the roofline.

**NJCBG:** Administration is still working with our architect and borough administration to send out our complete bid packet for contractors, and we finalized year-end reporting to the State.

**Meeting with Borough:** The Buildings and Grounds Committee and staff met with Borough Administrator Chief McConnell and DPW department Head Cliff Keen to discuss the Library Building and Maintenance. The constructive discussion led to the agreement that the Borough would clear up about \$9000 in the past-due invoices for capital expenses and move forward on the roof repair and chimney removal project that would considerably move along with our exterior painting project as well as the NJCB Grant.

**Circ Map:** Library staff is reevaluating existing circulation rules and the procedure manual to reflect our current technology and to meet the community's needs better.

#### Services & Programming

**Drag Queen Story Hour:** The Library will be hosting two Drag Queen Story Hour sessions with Harmonica Sunbeam at the Library on June 22nd at 10:30 am and June 27th at 6:30 pm. The Story Hour includes singing, movement activities, 3-4 books, and a craft. Unfortunately, the Library did receive hateful calls, emails and social media postings regarding this event in the last 24 hours prior to the Board meeting. Out of an abundance of caution, we did notify the police department on June 13 about our event due to other instances across the country. Eleni will be following up with the Chief regarding the recent aggressive behavior from the public.

**Pride in the Park:** The Borough Event is rescheduled for the third time due to bad weather, the event will now be held on June 26th from 11-3, and we are working on rescheduling staff for this event.

**Juneteenth Jubilee:** Although the Library will be closed the following Monday in honor of the National Holiday, the Library will participate in the Borough's Juneteenth Jubilee at Johnny Jazz Park on Saturday, June 18, 2022.

**Monmouth Day Care Play Date in the Park:** Dawn was able to attend Play Date in the Park; we are happy to have helped Monmouth Day Care have a successful event. While participating, Dawn also connected with Clean Water Action, and we are looking into participating in their 47th Friends of the Clearwater Festival in August.

**School Visits:** School visits continue in June, with some 5th-grade classes stopping by RBPL to visit the Library and learn about all the exciting things you can do here.

**Returning to In-Person Services:** The library staff continues to bring more programs back in person and have reworked the second floor to accommodate group meetings and quiet study. We are looking to return the River Read Poetry group and some movement classes this summer. The influx of individuals who have also been working from home has prompted us to reconsider using the second floor to offer quiet study spaces to our community.

**Bearing Witness:** Pilgrim Baptist Church is borrowing the display throughout the weekend, which will then be returned to the Library this Monday and stay at the Library through the end of the month.

**Affordable Housing:** The first Affordable Housing information session we had was a great success. There is an accompanying staff blog post that provides both a recording of the program and additional information. Unfortunately, the system is confusing to navigate and requires a great deal of diligent follow-up, so we are considering adding similar programming to assist our residents better.

**Summer Reading:** Make a Splash this Summer and join the Red Bank Public Library for an Ocean of Possibilities. Our Summer Reading program kicks off on June 25th. Use our beanstack app to log books, earn badges and win prizes. There will be a mix of in-person and virtual programs.

#### **Financial Materials & Circulation Statistics – In Packets**

VI. President's Report: Sara congratulated the staff on the awards received at NJLA.

VII. Committee Report:

- A. Personnel: No Meeting
- B. Buildings and Grounds: Ann C, Jared R., Eleni G. and Candyce met with Chief McConnell and Cliff Keen regarding library building maintenance and repairs.
- C. Finance: No meeting,
- D. Policy Review Ad Hoc Committee: No meeting.
- E. Strategic Plan Ad Hoc Committee: No meeting.

VIII. Foundation Report: The fundraising event went well, attendees would like to see more of these

events happen.

IX. Old Business: None

X. New Business:

A. Resolution 22-13: Authorizing the allocation of \$11,450.00 to repair and refurbish the exterior door frames and windows of the original Eisner portion of the Library. Sara Siegler Motion, Ann Ciabattone 2nd. Absent: Sue Viscomi, Jared Ramage, Kathy Horgan, Jim Whyte, Mayor Menna. All in favor. None opposed.

XI. Public Portion:

XII. Adjournment: 713pm Stephen Hecht Motion, Robyn Gedrich 2nd. Absent: Sue Viscomi, Jared Ramage, Kathy Horgan, Jim Whyte, Mayor Menna. All in favor. None opposed.

Respectfully Submitted,

Candyce Valor