

## Red Bank Public Library Board Meeting Minutes

Meeting Date March 18, 2021 ~ Time: 6:30pm

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: 634pm
- 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, Sue Viscomi, Jared Ramage, Stephen Hecht, , Kathy Horgan, Robyn Gedrich, Ann Goldman. Not in attendance: Sara Siegler, Joan Rothwell, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.
- IV. Approve Board Meeting minutes
  - A. Approve February 18, 2021 Regular Board Meeting Minutes: Motion Jared Ramage, 2<sup>nd</sup> Jim Whyte. Abstained – none. Motion carried.
- V. Treasurer's Report
  - A. **Bill List – Action Item: \$6250.77:** Motion Sue Viscomi, 2<sup>nd</sup> Stephen Hecht. Abstained – none. Motion carried.
- VI. Director's Report:

**COVID-19 Response:** Saturday hours began this past week, with 7 contactless pickups scheduled during the five hours the Library was open. We are still planning to open around April 19, as Monmouth County is still in a very high risk category. While the Governor's Office is expanding capacity limits to 50% starting March 19, libraries are not required to do so. Additionally, libraries are encouraged by the State Library to continue to follow protocols, policies, and limitations in place for the health and safety of staff and the public in consideration with their Boards of Trustees.

**Fine Free:** For a year now, the Library has been fine-free due to COVID. The Library was hoping to become entirely fine-free this year for all materials. Fine-Free would be limited to only overdue items; patrons would still be responsible for lost or damaged materials. In addition to going fine-free the Library will also clear existing overdue fines. Marketing and outreach on the program will be provided once the policy is approved. Currently, there are over 1000 patrons marks as delinquent with overdue fines and 63 who are blocked.

**Construction Bond Grant:** Submitted the necessary contract and matching funds documentation to the State by the March 1<sup>st</sup> deadline; we are still waiting to receive the signed agreement from the State. Ed O'Neil from SOME Architects is working on finalizing equipment and specifications at this time. They will also need to come to the Library to do more assessment of the site. They are also looking for an engineer for the plumbing and electrical work.

**Mural:** Jared Ramage reached out to the Borough to discuss Mural Options and it was decided that the panel option instead of a full wall mural is our best option from all perspectives including budget, safety, student participation, long-term viability. Jared would also request \$3000 from the RBBEF with the assumption that students from RB Middle School will be actively involved with the project.

**Red Bank Business Alliance:** Eleni Glykis attended the RBBA meeting this past week informing the Alliance of the Library's COVID-19 Archive, which we would love to include local businesses' input and

how they navigated the pandemic and ensured their success. Additionally, they are looking for opportunities to increase visitation to Red Bank. Information regarding RBPL's several walking tours and the planned Historic Home Tour before Covid delayed our plans, was relayed. We would be happy to work with RBBA members when we can have in-person advertising again.

**Seed Library:** The Library's seed library will be ready to provide seeds to the public. A policy has been presented to the Policy Committee for recommendation to the Board.

**Spanish Language Outreach Committee:** The First meeting of the Spanish Language outreach committee took place. The Committee consists of community members and library staff and is working to ensure more adequate resources, programming, and outreach to the Spanish-speaking population of Red Bank. Topics discussed at the last meeting including, Spanish-language programming topics and speakers, input on collection materials to purchase, advice on outreach, Spanish Language services, website translation help, resources to provide to the community, and suggested procedural changes. Discussions on the future of the Committee was also discussed including Spanish-only speaking members. Programs discussed were an update on DACA Program, Driver's Licenses and conducting programming on COVID-19 Vaccine Outreach and creating a similar information distribution that was done with the Census.

### **SERVICES AND PROGRAMMING**

**Homebound Service:** In addition to working with the Recreation Department to utilize their vans for homebound delivery, Linda Hewitt is working with Beth Hanratty to devise a delivery program utilizing Meals on Wheels. The program would also require a volunteer to assist with the project. The Library is also looking to partner with the Recreation Department to either have our staff be certified to drive the recreation vehicles or work with the Recreation Department to deliver materials to Seniors and those confined to their homes. Policy and procedures will follow as the program moves more towards completion.

**RAD Lab Story Time:** Beginning March 25 a RADLab Storytime will be held for older children. The program, geared from children ages 5 to 8 features a book and activity, an experiment or craft.

**NJ Maker's Day:** Although the Library is closed for programming, we are still participating in NJ Maker's Day. Patrons are encouraged to pick up Take and Make Kits for the whole family, which features Mosaic Art, Shrinky Dinks, Perler Bead Magnets, Paper Airplane Designs.

**Local History Photodatabase:** Barbara Pickell and Eleni Glykis sat for a demonstration of the Library's Local History Database. The collection includes historic photos, vintage postcards, and illustrations and is broken down as follows: Historic Photograph Collection, Terry McCue Pen and Ink Drawings, Postcards. IDI, our vendor, is working on finalizing the database.

### **STAFF UPDATES**

The Library is welcoming back a limited number of volunteers. Like staff, volunteers will be working on a split schedule. We look forward to the return of our long-standing volunteers. We are also looking to provide virtual volunteering opportunities to the public if possible.

### **2021 BUDGET**

The draft budget is attached for review. This year's allocation saw almost a \$50K increase to last year.

The Budget numbers also reflect a contingency for new expenses and increases in spending for broadband, digital resources, and upgrades of staff computers. Decreases in the Material Budgets include cutting down the purchasing of certain collections, such as Young Adult non-fiction and periodicals. Decisions to cut those items were made due to circulation and/or lack of material availability. Overall, the 2021 budget is higher than the 2020 budget by around \$9K, we are using less reserve funds for 2021.

## **GRANTS**

**CARES Act Mini-Grants for Public Libraries:** The NJ State Library recently announced a mini-grant program for public libraries. NJSL will fund up to \$10,000 projects with equipment and materials that foster digital inclusion for library users and the community. Last year the Library applied to IMLS's grant program, and a portion of that application was to fund a public WiFi zone in the Borough of Red Bank. The Library will be utilizing that portion of the application to apply to the CARES Act mini-grant program. Matching funds are not required. The application is due April 19. The Board can expect a resolution to apply at the next Board Meeting.

## **RELATIONSHIP WITH BOROUGH**

**Communications with Borough Administrator:** Eleni Glykis recently reached out to the Borough Administrator to discuss that the Library would be very interested in partnering on any public WiFi that was being developed.

**RBPL IN THE PRESS:** We hit the front page! The most recent Let's Talk about Race program on [race and religion](#) was the Two River Times' front page. The COVID-19 Archive was also featured in the Two River Times.

The Monmouth Journal also reported on RBPL winning funds from Monmouth County's History Grant program.

## **Financial and Statistic Reports – In Packets**

VII. **President's Report:** No report

VIII. **Committee Reports:**

- A. *Personnel:* Stephen Hecht reports that the Personnel committee had a meeting on 3/17/2021 to discuss matters that will be presented to the entire board during the executive session.
- B. *Buildings and Grounds:* Jared Ramage reports there was no meeting, though the next meeting is scheduled for 4/15 at 6pm. There has been ongoing discussions regarding the mural project for the west side of the building.
- C. *Finance:* Sue Viscomi reports that the Finance committee had a meeting on 3/10/2021 to finalize the 2021 Budget that has been presented to the Board for approval. Additionally the Finance committee reviewed and recommends the change for all materials to be fine free.
- D. *Policy Review Ad Hoc Committee:* Policy committee had a meeting on 3/10/2021 and reviewed the RBPL Library Seed Policy and establishing a calendar for examining policies in a rotation.
- E. *Strategic Plan Ad Hoc Committee:* No Report. There will be a Strategic Plan productivity update at the April 15<sup>th</sup> meeting.

IX. **Foundation Report:** The annual appeal surpassed the previous year donations, collecting \$23,729.00. The restaurant fundraising plan has been tabled, as the Library Foundation does

not want to extend further financial burden on our community partners during the Covid 19 pandemic. Robert Walsh, Foundation Treasurer will be establishing a financial investment plan for Foundation monies, focusing on interest bearing usage.

X. Old Business: None.

XI. New Business:

- A. *Approval of Resolution 2021 – 09: 2021 Budget:* Motion Sue Viscomi, 2<sup>nd</sup> James Whyte. Abstained None. Absent: Joan Rothwell, Sara Siegler. Motion carried.
- B. *Approval of Resolution 2021 – 10: Fine Free Policy:* Motion Ann Ciabattoni, 2<sup>nd</sup> Ann Goldman. Abstained None. Absent: Joan Rothwell, Sara Siegler. Motion carried.
- C. *Approval of Resolution 2021 – 11: Seed Library Policy – Tabled to review agricultural rules pertinent to New Jersey and Monmouth County.*

XII. Public Portion: None

XIII. Adjourn Regular meeting 731pm for Executive Session - Personnel Discussion. Motion James Whyte, 2<sup>nd</sup> Jared Ramage. Motion carried.

XIV. Return Regular meeting 742pm:

- A. *Approval Resolution 2021- 12: 2021 Business Manager Salary.* Motion Stephen Hecht, 2<sup>nd</sup> Sue Viscomi. Abstained, None. Absent: Joan Rothwell, Sara Siegler.

XV. Adjournment: 745pm. Motion Jim Whyte, 2<sup>nd</sup> Ann Ciabattoni. Motion carried.

Respectfully submitted,  
Candyce Valor