

Red Bank Eisner Memorial Public Library 84 West Front Street Red Bank, NJ 07701

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Minutes of Trustee Meeting ~ Date: March 17, 2022 ~ Time: 6:30pm ~ Location: Main Floor Library

- I. Call to Order: 630pm
- 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.
- III. Roll Call: Sara Siegler, Jim Whyte, Stephen Hecht, Robyn Gedrich, Sue Viscomi, Ann Ciabattoni, Kathy Horgan. Staff Attendance: Eleni Glykis and Candyce Valor. Absent: Jared Rumage, Ann Goldman, Mayor Menna.
- IV. Approve Board Meeting Minutes:
 - a. Approve February 24, 2022 Regular Board Meeting Minutes: Stephen Hecht Motion, Jim Whyte 2nd. Absent: Jared Rumage, Ann Goldman, Mayor Menna. Abstain: Ann Ciabattoni. All in favor. None opposed.
- V. Treasurer's Report
 - a. **Bill List – Action Item: \$28,623.41** Sue Viscomi Motion, Ann Ciabattoni 2nd. Absent: Jared Rumage, Ann Goldman, Mayor Menna. Abstain: None. All in favor. None opposed. Candyce Valor has included grant status spreadsheets for Board review.
- VI. Director's Report:

CURRENT PROJECTS

IMLS Grant: The Locker System is up and running, and we have seen significant usage in the first week. To make placing holds and using our locker system more seamless for patrons, LMxAC is working with SirsiDynix to create a phantom Library location. Instructional videos on how to use the locker system in both [English](#) and [Spanish](#) are available on our YouTube Channel and website. We had a brief issue with the touch screen which was fixed in less than a week and have scheduled a date and time to have some of the wrapped portions redone as they were damaged during delivery. We are finalizing purchases and setup to get our Chromebooks into circulation. We met with InShore Technologies and Shi, our computer vendors to discuss what type of equipment and setup we would like for hybrid programming.

TalkBox Health Booth: The TalkBox Health Booth is en route to the installer in NY and should get there by the end of this week. We are finalizing delivery and assembly with the vendor and expect to have the system up and running by mid-April.

APRA Grant: We are awaiting a finalized quote from Shi for the laptops under this grant. We are also coordinating with DPW on the status of our existing nonfunctional umbrella while also ordering the necessary replacement components and our secondary umbrella to have these amenities available before the Summer. These additional amenities include new furniture in the Young Adult Area, outdoor charging outlets, and furniture for the front porch.

NJHealthConnect: We will be picking up our iPad for the NJ Health Connect program this week and begin advertising the service once the TalkBox Health Booth is up and operational.

NJSL + Literacy Partners Hub Grant: Victoria and Emily have assisted their first student in the Digital Literacy Lab. The student emailed them both to express her deepest gratitude for their patience and assistance with her computer skills. The patron is also eagerly looking forward to the free computer classes coming soon to the Red Bank Public Library and has shared this information with all of her friends. Emily

and Victoria will also have completed their Train the Trainer Program with a graduation scheduled at Plainfield on May 13th.

Fire Inspection: With new fire extinguishers and CSS Alarm report, the library should meet all necessary requirements to pass our annual Fire Marshall Inspection. CSS came to inspect the fire alarms on the 11th of this month.

Front Porch Sconces: Age has taken a toll on one of the sconces that was on the Eisner portion of the building. It is currently capped off and we are looking to find someone who can refurbish the existing sconce or if getting new ones would be a better alternative.

NJLA: Library Director, Eleni Glykis is scheduled to present at the Annual Conference in June. We will be covering our Libraries Ready for Anything grant success and our TalkBox Health Booth.

Little Free Library Train Station Edition: Assistant Director, Candyce Valor has been working with NJTransit to place a Little Free Library at the Red Bank Train Station. We are waiting to hear back from the station's maintenance staff for their advice on placement of the Little Free Library.

SERVICES AND PROGRAMMING

COVID-19: Following CDC and State Guidelines, RBPL went mask optional as of March 7th. In person programming also resumed this week, [with Story Time back in full force this week.](#) Programming will continue both in-person and hybrid going forward. Bridge will be returning in person on March 21st, Powerplay returns in person March 16th and Book Club will remain virtual this month.

Seed Library: Highland Park Public Library reached out to our team for details on the operation of our Seed Library.

Garden Activity Kit: Patrons will now be able to stop by the Children's Room and pick up a Garden Activity Kit. The kit features gardening how-to books and activity sheets, garden themed picture books, coloring sheets and crayons, bookmarks, and seed and materials to grow your own plant.

Summer Reading Program: The committee for the Summer Reading Program will begin meeting this month to discuss plans to bring Oceans of Possibility to the Red Bank Library. A number of major events have already been planned and scheduled.

National Library Week: Circulation staff is busy putting together ideas to promote National Library Week at the Red Bank Public Library. Trivia games, raffles and other activities are planned.

Gaming at the Library: The Library received a donation of board games from the Spiel Foundation. The Spiel Foundation is dedicated to making the world a more playful place by providing game bundles free of charge to organizations that serve players of all ages. We also recently signed up to participate in a pilot program through the Game Manufacturers Association. The program will partner libraries with tabletop game publishers and friendly local game stores to get games into both library collections and programming.

Candid Virtual Workshops: The Library will be hosting two virtual workshops for nonprofits. One at the end of March called Introduction to Foundation Directory Online and at the end of April we will host Fundraising During Uncertain Times. Both programs are virtual and registration is available online through the Library's website.

Story Walk: This month's Story Walk features the bilingual work The Whole World in Our Hands / Tenemos el mundo entero en las manos by Rafael Lopez.

Read America: Sira Williams represented the Library during various Read Across America events at Red Bank Regional High School at their Little Bucs Preschool Program and via zoom at both Primary and Middle Schools.

Maker's Day: Maker's Day will be on Saturday March 26th. Our program will consist mostly of make and takes including: earth collage, origami bookmarks, pocket greenhouse, Shrinky dinks and sponge ball crafts. Patrons who stop by on Saturday will also be able to make art with our Perler Beads Station.

Let's Talk About Race: LTAR returns this month and will feature a discussion on African American Suffragists.

VII. President's Report: Sara Siegler requested a moment of silence for Grace Sapphire.

VIII. Committee Report:

- a. Personnel: No meeting.
- b. Buildings and Grounds: No meeting.
- c. Finance: Meeting held March 16th, there is no status update regarding the Fringe benefit deduction from the Borough, this still has not been completed for the years 2019, 2020. There was a review of draft budget with recommended changes. Candyce will send the draft budget for the Board to review with her monthly financials in April. Sara has also been added to the signature card for the library checking account.
- d. Policy Review Ad Hoc Committee: No meeting.
- e. Strategic Plan Ad Hoc Committee: No meeting. Jim Whyte and Eleni Glykis will have a meeting on 3/22 to review current strategic planning status.

IX. Foundation Report: Meeting was held on 3/14. Annual appeal has received a total of \$22,575.00. Foundation members would like to be included in the 100th anniversary planning process for the library. On May 13th, from 7-9pm, the Foundation is sponsoring an event "Books, Brews and Library News" for library donors.

X. Old Business: Ann Ciabattone appointed to the Finance Committee.

XI. New Business: None

XII. Public Portion: None

XIII. Adjournment: 6:52pm Ann Ciabattone Motion, Jim Whyte 2nd. Absent: Jared Ramage, Ann Goldman, Mayor Menna. Abstain: None. All in favor.

Respectfully submitted,

Candyce Valor