

Red Bank Public Library Board Meeting Minutes

Meeting Date: May 20, 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: 631pm
- 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 February 8, 2021.
- III. Roll Call: Ann Ciabattoni, Jim Whyte, Stephen Hecht, Kathy Horgan, Robyn Gedrich 640pm, Ann Goldman, Sara Siegler. Not in attendance: Sue Viscomi, Jared Rummage, Joan Rothwell, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.
- IV. Approve Board Meeting minutes:
 - a. Approve April 15, 2021 Regular Board Meeting Minutes: Motion Sara Siegler, 2nd Jim Whyte. Abstained – none. Absent: Sue Viscomi, Jared Rummage, Joan Rothwell. Motion carried.
- V. Treasurer's Report
 - a. **Bill List – Action Item: \$11,532.77:** Motion Stephen Hecht, 2nd Ann Ciabattoni. Abstained – none. Absent – Sue Viscomi, Jared Rummage, Joan Rothwell. Motion carried.

VI. Director's Report:

Current Projects

COVID-19 Response: We have been open to the public now for just under a month. Attendance started slow but has gained steam, and patrons are pleased that we have reopened. We are still adhering to mask-wearing indoors and social distancing as per NJ State Guidelines. We plan to reopening the Children's Room and bring all of the staff back to the same schedule on July 6. We are looking to keep the same program we've had since reopening and will add more evenings or hours as necessary.

Elevator: The elevator was once working is out of commission yet again. CSS, our security company, was completing a Fire Alarm test and short-circuited the mainboard. The quote to replace the mainboard has been sent to CSS. A few Board members advised Eleni to involve the Interim Borough Administrator regarding this issue and possibly the Borough attorney.

NJCBG: Bid Documents are being finalized to include finishes, and we expect the project to go out to Bid Shortly.

Services and Programming

Seed Swap/ Seed Library: The Seed Swap event that took place was a great example of how well the staff at RBPL works together to put together an event. Multiple staff members played an essential role in getting the Library ready to host the event. Although the weather prevented the swap from being a large success, there has been quite a buzz surrounding the Seed Library since the event.

Homebound Delivery: The Library is finalizing plans to offer Homebound delivery service through the Meals On Wheels Program and in collaboration with both the Senior Center and the Department of

Recreation.

Pride: RBPL will be participating in the Recreation Department's Pride in the Park event on June 12. Staff will hand out a mermaid craft to take along, library information and giveaways. The event will feature a DJ and other artists.

Summer Reading: Our Summer Reading program will kick off June 26. The Library will be using Beanstack for both adults and children to track progress. The kick-off event will feature the Snake Man. The in-person event will feature snakes and other critters to go along with the Summer Reading theme of Tails and Tales. Additional activities and programming will be available for all ages.

In-Person Programming: The Library will begin hosting in-person events. The majority of these events will be held outdoors, starting with this month's book club meeting. A String Concert by RBR will follow on June 2 with a rain date of June 9. We are looking at taking advantage of our outdoor space to provide additional in-person programming. We are also looking into equipment to continue to host our programs in a hybrid fashion going forward.

Yard Sale: An application has been put through the Special Events committee to host the Town Wide Yard Sale in September. The event will follow the same plan as the Yard Sales have in the past. Only proceeds from the registration fee will go to the Library. Complete details for shoppers and sellers alike, including registration information, will be available on the Library's website as we get closer to the event. A map of the participating homes will also be made available online and in person as we near the date.

Historic Walking Tours: Historic Walking Tours will this week. Saturday, May 22 and June 19th at 10:30am. The Tours are limited to 10 individuals.

Candid: The Library will be hosting a summer series of virtual fundraising classes to boost Foundation Directory Online Essential and support the community's use and knowledge of Foundation Directory Online Professional and Grants to Individuals when your Library fully reopens. The program will run from May Thru September.

100th Anniversary: Some preliminary discussions were had regarding the Library's 100th Anniversary Celebration which will take place in 2023.

GRANTS

CARES Act Mini-Grants for Public Libraries: The Red Bank Public Library was awarded a grant award of \$10,000.00 for our program: Red Bank Library Wireless Wonders. The grant monies will help offset the cost of expanding and upgrading our WiFi by purchasing new equipment. The reviewers found that our proposed project supports the role of libraries responding to the coronavirus pandemic by improving access to technology for patrons.

Dollar General Youth Literacy Grant: The Borough Grant Writer is submitting a grant for another StoryWalk through the Dollar General Youth Literacy Grant.

Big Read: Although we provided a strong, community-driven application, we sadly were not chosen. The NEA Big Read is a very competitive grant, and we will have reviewer remarks provided during a brief phone call after July 15.

Relationship with the Borough

Interim BA: Eleni Glykis reached out to the Interim BA, Chief Darren McConnell, regarding the wooden stairs on the front side of the building and the concrete stairs in the back yard. Additionally, she showed him the Borough-owned wooden stairs that lead down to the River. Last Wednesday, he

stopped by the Library and got a tour. He reached out to Cliff, and a PO is now in the works to purchase the materials needed to repair the front two wooden steps and the Library's concrete stairs in the back.

Mural Application: The Mural application was submitted; it needed a signature, which Beth completed. Additionally, the application requires proof of insurance, indemnity, and hold harmless agreements.

RBBA: Participated in a meeting to discuss other events to boost the RBBA and Red Bank post pandemic.

Financial and Material Statistics : In Packets

- VII. President's Report: Ann Ciabattone suggests the board consider in person Board meetings starting in July. Though RBPL did not win the Big Read Grant, there are ideas to implement the project for the Library's 100th Anniversary celebration.
- VIII. Committee Reports:
 - A. Personnel: No meeting, no report.
 - B. Buildings and Grounds: No meeting, no report.
 - C. Finance: No meeting, no report.
 - D. Policy Review Ad Hoc Committee: A meeting was scheduled but not attended due to scheduling mixup.
 - E. Strategic Plan Ad Hoc Committee: Meeting held May 6th, plans outlined on assigning specific goals to staff members for collaboration. Next meeting June 10th at 1pm.
- IX. Foundation Report: Meeting was rescheduled, date pending.
- X. Old Business: None
- XI. New Business: None
- XII. Public Portion: None
- XIII. Adjournment: 7:02pm Motion: Sara Siegler, 2nd Jim Whyte. Motion Carried.