



Eisner Memorial Library
84 West Front Street Red Bank, NJ 07701
Phone: 732-842-0690 Fax: 732-842-4191 Website: redbanklibrary.org

Board Meeting of the Trustees

Meeting Date: May 16, 2019 ~ Time: 6:30pm ~ Location: Meeting Room

- I. Call to Order: 6:35pm
- 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 the Asbury Park Press, the Two River Times, redbankgreen, and by placing a notice on the bulletin board at the Library and Borough Hall and filing same with the Borough Clerk on January 1, 2019.
- III. Roll Call: In attendance: Ann Ciabattone, Ann Goldman, Stephen Hecht, Suzanne Viscomi, and James Whyte. Not in attendance: Mayor Menna, Jared Ramage, Kathy Horgan JT Pierson, Joan Rothwell, Grace Sapphire, Sara Siegler
Staff attending: Eleni Glykis, Candyce Valor
- IV. Approve Board Meeting minutes: April 18, 2019 Board Meeting Minutes approved Moved by Stephen Hecht, seconded Suzanne Viscomi, Motion carried.
- V. Treasurer's Report: None
- VI. Director's Report:

A. Current Project Updates

Buildings and Grounds: Staff members had a meeting to discuss the lower level renovation plan for the construction bond. A request will be made to the architects for another meeting to go over our new ideas on library needs for floor plan design.

Changes on the main floor: The reference material has been pared down, and additional tables were moved to the main floor for patron needs.

Sam 11 Upgrade: The SAM 11 upgrade caused some issues with our printer. Comprise suggest we buy a new one (The printer is fairly new so that is not the problem). Matt H. and Candyce researched driver updates but this is out of their realm. This could be something that Comprise can rectify, or will wait for the new IT consultant to administer.



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Meeting Room Policy: Meeting room policy will be going under a revision to accommodate staff and patron needs.

Local History Room: The collection and visitor policies need to be revised for ease of use to staff and patrons. This will also include ways for searchable content and accessibility through online access.

B. Staff Updates

Borough Hall notified us with an apology, that 5 part time staff were not enrolled in the appropriate pension classification in 2018. The enrollment process will take a few weeks for approval from the state office. Once enrolled, retroactive deductions will be made in payments over a period of time. A schedule will be provided to each employee.

C. Services and Programming

Spanish Language classes: Conversational Spanish with Jorge will be a weekly Tuesday evening program. We are hoping to start on Tuesday evening, June 4 at 7 pm.

Photography Contest: Barbara Pickell has put together an outline for a photography contest to capture both current and past Red Bank moments. Suzanne Viscomi has provided a few ideas for contest prizes, Candyce Valor will follow up.

Meditation on the River: The program is returning as Linda has found someone to run the program.

Adult Summer Reading: Sira always plans a wonderful program for children. Reference and Circulation staff are working together to create some exciting programs for adults.

D. Outreach

How the Library Can Help You: Working on developing professional development program for teachers/small business owners regarding library resources and how the library works for you. Boys and Girls Club: Eleni met with Ebony Holloway, Unit Director of the Red Bank Boys and Girls Club to develop literacy programs. Wellness Day: Linda is working at getting the Library represented at Wellness Day on 6/1.



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E. Relationship with the Borough

Eleni met with the school board to finalized questions on the broadband link that was to be housed in the library. The BOE was under the assumption that the Library was included in conversations between the previous administrator and CFO when the talks for this project began. The Board of Education is under a time constraint to start this project (June 30th), they are waiting on information regarding an extension for this project.

IT: Candyce picked up our remaining computer from Borough Hall. The new IT consultant and Candyce are working on a schedule that works best for limited disruption for our patrons.

DPW: We are waiting on information in regards to a change of personnel for the daily maintenance for the library. Eleni received word from Cliff Keen that they will be installing the umbrella in the next two weeks. DPW did take down the large old trees in the back yard, making for an even more spectacular view.

F. LMxAC & Shared Services:

LMXAC: A new library has joined LMxAC. South Plainfield is now completely live and on our server, so patrons can borrow and access materials from South Plainfield.

Shared services with local public Library: Eleni is working out the steps to establish a relationship with a local library for shared services, which is outside our consortium.

VII. President's Report: Ann C. advised that there will be additional webinars for board members to fulfill training hours that are required by the state library.

VIII. Committee Report:

- A. Personnel: None
- B. Buildings and Grounds: staff meeting regarding construction bond renovation.
- C. Finance: None
- D. Policy Review Ad Hoc: June meeting will have information for board review.



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- IX. Foundation Report: Beth Hanratty was in attendance for the public audience and spoke on behalf of the foundation. The Foundation provided the funds for the architect feasibility study and would like to form an ad hoc committee to streamline the process of ideas for the renovation. They have asked for a board member and staff members to join this committee to provide input. Their ideas would be to design a survey for our community to ensure their needs are being met to the best of our ability.
- X. Old Business: None
- XI. New Business: None
- XII. Public Portion: None
- XIII. Adjournment: 7:03p.m. Moved by Jim Whyte, seconded by Ann Goldman.
Motion carried.

Next Board of Trustees meeting will be held on Thursday, June 20, 2019 at 6:30 pm. Please notify Eleni Glykis (eglykis@lxmac.org) with a copy to Ann Ciabattoni (aciabattoni2000@yahoo.com) at your earliest convenience if you will not be able to attend.

Respectfully Submitted,
Candyce Valor