

Eisner Memorial Library

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Red Bank Public Library - Board Meeting of the Trustees

Meeting Date: Thursday, December 17, 2020 Meeting Time: 6:30 pm Location: Online via Zoom. Public notified and invited to join via phone line with the agenda posted on the Red Bank Library website.

Call To Order: 6:30pm

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 January 1, 2020.

Roll Call: In attendance: Ann Ciabattoni, Jim Whyte, Sue Viscomi, Jared Ramage, Stephen Hecht, Sara Siegler, Kathy Horgan. Not in attendance: Joan Rothwell, Ann Goldman, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.

Approve Meeting Minutes: Moved by Jared Ramage, seconded by Sue Viscomi. Abstained - None. Motion carried.

Workshop: Presentation by Diana Archila: Mural Proposal. Dr. Ramage provided a brief introduction of Ms. Archila stating she is knowledgeable, talented and brings those skills to her classroom every day. Ms. Archila presented a creative mural project idea for the west wall of the library building. Ms. Archila idea combines nature and literature within four continuous panels. The Board appreciates the ideas Ms. Archila presented and have requested a draft financial proposal from Ms. Archila. Additionally, the Board and Library Director will pursue the liability, and logistics of the idea from an administration aspect.

Treasurer's Report: Bill List Approval \$: 4,520.47 Moved by Sue Viscomi, seconded by Sara Siegler. Abstained: None. All in favor. Motion carried.

Current Projects

Technology Upgrades: The server migration is complete. We recently upgraded our Comcast modem as it was out of date. The library is also going ahead with purchasing four new printers for the Reference area, Children's Room, Children's Librarian Office and the Main Floor multifunction machine. Upgrades to our IT hardware will also include two new staff desktops and a staff laptop with a docking station.

Candid: We are now up and running with our Candid partnership. Being a network partner means offering access to the Foundation Directory Online and more funding information resources to offer to your communities and harness for your own capacity building. Access to Foundation Directory Online Essentials is available remotely, and we are working on a press release to get the word out. Staff members are going to register to become certified FDO searchers. Training is comprised of self-paced courses that will ensure nonprofits in the area get the best service and help.

Grow with Google: RBPL has been a longstanding partner of Grow with Google, and we are reevaluating how we can better utilize this service to help the Greater Red Bank Community.

Social Work Interns in the Library: We were approached by CentraState Healthcare System requesting if we can

accommodate social work interns from Monmouth and Rutgers University. Social work interns could provide potential services such as: finding residences, seeking or preparing for jobs, and other self-help needs where they are more familiar with the questions to ask and resources at hand than our librarians. CentraState Healthcare System provides mental health resources, and we are awaiting to hear from them on what next steps are or if we can be a place to provide reference services.

Alarms: There was an issue with our carbon monoxide detectors. Out of an abundance of caution, DPW sent out the Fire Marshall and Code Enforcement to replace the CO2 alarms. There was also an alarm triggered for the Sump Pump, the alarm was a result of a faulting battery back-up, the unit will be replaced this week.

Elevator: The elevator is fixed and fully operational! Technicians from Jersey Elevator arrived this week and made the necessary replacements.

Building Updates: We have reached out to several vendors to receive quotes for some facility projects we would like to complete outside of the construction bond grant. It has been challenging to get vendors to come to the property to assess our projects.

Seed Library: Lisa Bagwell has donated an abundance of seeds. They need to be organized, labeled, sorted. There will be a healthy amount of seeds for the Spring giveaway.

Services and Programming

Spark Change: The Young Adult LootLit Boxes have an official name and we are working hard to get the programmed rolled out for the beginning of the year. The boxes would feature a book to keep, action cards to inspire teens to make a change in their community, pins, a snack and other goodies

Literacy Calendars: Children's Room Staff are working to develop Literacy Calendars for the 2021 year that would also include activities that parents can use to enhance the early literacy of the library's smallest users. The calendars will not only feature RBPL programming, but activities and suggestions caregivers can follow along at home.

DACA & Services to the Undocumented: With the reinstatement of DACA, we are looking to work with the American Friends Committee and hosting a Spanish Language session about where the program stands and next steps for anyone who is eligible or thinks they are eligible to apply. The library is also working on creating more advertising regarding the services we offer that might help individuals who are filling out applications, especially our printing and notary services.

Local History

Digitization: Although there is no grant funding to supplement the cost, the Library would like to go ahead and set up a digital system for the Local History Photo Collections. This \$2,500 investment (utilizing funds from the existing Local History Line) would make over 3,500 photos of Historic Red Bank readily available and searchable to the public, which would ultimately meet one of the goals for the previous strategic plan.

Regrant: The Board of Chosen Freeholders and the Historical Commission granted \$750 for our organization's general operating support. This is much lower than we have been granted in the past as several organizations applied for funding this current year. The library will match funds from its current budget to digitize several National Regatta Programs.

Publicity

The Red Bank Public Library made rounds in the news due to the construction bond grant award. The Library and its intent on how to spend funds has been featured in [the Patch](#), [Central Jersey.com](#), Red Bank Green.

To advertise our programs and services more, we are going to also utilize the LMxAC Events Calendar for some of our events to seek a larger audience. This is much easier to do now in the age of virtual programming where we are not restricted to building capacities. The Library can handle Zoom webinars with over 500 participants.

LMxAC Updates

Click and Collect: A curbside delivery service management service feature will be rolling out into the LMxPressPlus App. Click-and-Collect functionality does not require appointments, but rather allows the patron to indicate that they are on their way to pick up their holds right then. Library staff have a staff interface they can access from a tablet, laptop, or desktop to manage the requests for pickup, including the ability to set library pickup hours, establish a parameter on the number of incoming patrons they can serve at a time, and fully customize it to fit how the library is planning on offering this service. The Library is interested in seeing how this functionality will work with our existing curbside processes and look forward to webinars from LMxAC.

Patron Point: LMxAC has purchased the fully featured marketing automation platform and is near the end of its first trial phase of test libraries. RBPL is slated to be in the next cohort of libraries to utilize the platform. The benefit of Patron Point is that unlike our existing newsletter, updates would go out to all members of the RBPL Library system unless they opt out. Libraries that have utilized the service elsewhere have seen a significant increase in engagement rate with emails. The program will also allow the library to send out welcome emails to new patrons, reminder emails to patrons whose card is expiring that we cannot verify the address, and more.

Two New Member Libraries: Both Highland Park and Cranbury Public Library have now joined LMxAC.

Grants

NEA Big Read: This national grant program encourages community-wide participation from a group of selected works. We have chosen American Sunrise by the US poet laureate Joy Harjo. Within the 9 month program there must be 5 book discussions, be 2 presentations and 2 other events. Possible partners for this could be: The Red Bank Public Schools, Two River Theater, Count Basie Center for the Arts, Readin' on the River Book Club, River Read Reading Series, T. Thomas Fortune, Claire Garland of the Sand Hill Indian Historical Assn, and Project Write Now.

NJ MakersDay MiniGrant: We applied for a \$500 to NJ MakersDay Grant. The RBPL Team is ready to provide both a traditional in-person event if conditions permit. We do have a plan to provide virtual programming with make and take kits and maker-inspired projects from household items.

Financial materials & Circulation Statistics – in packets

President's report: The Foundations annual appeal was mailed the week of November 16th. As of December 15th, 83 gifts were received for a total of \$9,705.00. The 2019 appeal totals for the same time period was 42 gifts totaling \$4,000.00

Committee Reports:

Personnel: The personnel committee met on the 16th discussed end of year loose ends. Additionally, staff reviews are in progress and a meeting will be scheduled for early January.

Buildings & Grounds: Finance: No meeting.

Policy Review Ad Hoc Committee: No meeting.

Strategic Plan Ad Hoc Committee: No meeting. Jim Whyte expressed his happiness that the hardware purchases accommodate the technological aspect of the new strategic plan.

Foundation Report: Incorporated within Presidents Report.

Old Business: None

New Business: 2020-16: Resolution to purchase equipment from Shore Business Solutions in an amount not to exceed \$11,620.00. Moved by Jim Whyte, seconded by Sue Viscomi. Abstained: None. All in favor. Motion carried.

Public Portion: Candyce Valor, Library Business Manager informed the Library Board that she has completed all requirements for her Master's Degree in Library and Information Science and will formally graduate in January 2021.

Adjournment: 7:31pm Moved by Sue Viscomi, seconded by Sara Siegler. All in favor. Motion carried.

Respectfully Submitted,

Candyce Valor

January 2021