

Eisner Memorial Library

84 West Front Street Red Bank, NJ 07701 732.842.0690 | www.redbanklibrary.org

Red Bank Public Library - Board Meeting of the Trustees

Meeting Date: Thursday, November 19, 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: 632pm

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, Ann Goldman, Stephen Hecht, Sara Siegler, Kathy Horgan. Not in attendance: Joan Rothwell, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.

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

Treasurer's Report: Bill List Approval \$8175.86: Moved by Jared Ramage, seconded by Jim Whyte. Motion carried.

Current Projects

COVID-19: Transmission rates continue to climb in NJ, with cases being close to what they were in April 2020. While some libraries with far larger populations are scaling back their services. If we were to scale back operations, we would revert to our curbside pick-up only. We will revisit this post-Thanksgiving.

98-96 West Front Street: There were some delays with the project next door. Work that was supposed to be completed by November 6th will now not be complete until this week. The excess rain added to delays in the prep work for the site remediation as well as causing actual delays with the work. Complete backfilling and soil compaction activities took place November 13th – November 17th and the project should be completed this Friday, weather of course permitting.

Technology Upgrades: The server migration should finally be complete this week. We will soon be looking to purchase a new copier, three new printers along with several new staff computers. A technology inventory sheet has also been put together to keep track of our equipment; this will also help with planning for replacement of aging technology.

Mural: An Art Teacher from the Red Bank Public Schools is interested in painting a mural on the parking lot side of the building. She will be providing the library with a presentation at our December meeting.

Services and Programming

Winter Reading Program: The winter reading program will be like the Summer Reading program with missions, badges and prizes. We will once again be using the ReadSquared App.

Food & Hygiene Drive: The Library is now conducting both a Hygiene Drive for Lunch Break and hosting a Food Pantry. Hygiene products such as soap, toothbrushes, feminine products, etc. can be dropped off across from the reference desk and are picked up by Lunch Break. The Library food pantry is located outside on the front porch. Members of the public are welcome to leave/take non-perishable food items.

Certified Wildlife: The Library is now an official Certified Wildlife Habitat® site with the National Wildlife Federation and New Jersey Audubon. We will receive a certificate within 2-4 weeks, a subscription to the Garden for Wildlife e-newsletter, and a one-year subscription to the National Wildlife magazine. More importantly, becoming certified contributes to the growing corridor of hundreds of accredited habitats in our state.

Holiday 2021 Schedule: The 2021 Holiday Schedule is attached. There are no changes to the holiday schedule from 2020 to 2021, except that we will be open on Election Day in 2021 in hopes that we will once again be a polling location and that 2021 has some normalcy. 2021 will be a gubernatorial election.

All holidays included except for the July 4th Holiday are Borough Holidays. Independence Day falls on a Sunday and would be recognized on the following Monday of July 5th. This holiday schedule includes 17 holidays, which the Library has utilized in the last two years. Under this schedule the library is still be open 295 days out of the year, or 94% of the year (On a Mon-Sat schedule)

Grants: NJ Construction Bond Act: Red Bank Public Library won the award in the full amount. The bill went to NJ Assembly approval on Monday, November 16th.

Big Read: Linda Hewitt, Barbara Pickell and Eleni are working together to put together an application for the Big Read.

Staff Update: November is National Gratitude Month, and, on that note, Eleni would like formally to recognize the staff at the Red Bank Public Library. Natalya Andrex, Dawn Bladzinski, Karen Cronin, Matt Hershberger, Linda Hewitt, Judy Klavens-Giunta, Claire Lomack-Phelps, Mary Ellen Mess, Gail Murphy, Itzel Perez-Hernandez, Jaime Pfisterer, Barbara Pickell, Maria Ramirez Dominguez, Cathy Tobin, Candyce Valor and Sira Williams --- Thank you for making Red Bank Public Library a truly great place to be! This year has been, without a doubt, one of the longest and most challenging. Throughout the crisis however, RBPL staff provided the public with a connection and hope. The public was not just welcomed to our Library, but also into their homes. Through Zoom, Youtube, Facebook Live, newsletters, wellness calls, blog posts, creating Facebook

and Instagram posts, and even simply coming in to check the mail the staff all did their part to make a difficult year, slightly more pleasant.

Eleni would also like to extend a big thank you our volunteers who continued to contribute to our Library and even those who because of the circumstances could not.

Stephen Hecht asks Kathy Horgan to request a resolution from the Borough Council acknowledging Eleni's words for the RBPL Staff.

Financial materials & Circulation Statistics – in packets

President's report: Congratulates everyone on a job well done for the construction bond grant. Agrees with Eleni's statement regarding the staff contribution during a difficult year.

Committee Reports:

Personnel: No meeting.

Buildings & Grounds: No meeting. Jared noted that we are investigating quotes for projects to make a priority list for completion.

Finance: Met November 18th through Zoom. Finance committee is extremely happy regarding the bond award. We are having trouble obtaining quotes for projects. Stephen Hecht gave a few vendor contacts to try. Candyce Valor put together an email letter to the Borough Finance department regarding funding balances. Budget processes is in the beginning steps. Business as usual with the plans in place to adapt, adjust and pivot as needed to support library services.

Policy Review Ad Hoc Committee: No meeting

Strategic Plan Ad Hoc Committee: No meeting, though Jim would like to note that the inventory sheet does apply to IT sections of the plan.

Foundation Report: Annual appeal has been mailed. Names were added from Little Greenlight and program participants.

Old Business: None

New Business:

Resolution 2020 – 15 Approve Holiday 2021 Schedule: Motion by Sue Viscomi, seconded by Ann Goldman, Stephen Hecht abstain with special note to review closed dates in August of 2021 for 2022 calendar. Motion carried.

Resolution 2020-16 LMX Meeting Dates 2021: Motion made by Jim Whyte, seconded by Jared Ramage. Motion carried.

Public Portion: None

Adjournment: Motion by Jared Ramage, seconded by Stephen Hecht. Motion Carried. 6:58pm