



Eisner Memorial Library  
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### Board Meeting of the Trustees

Meeting Date November 18, 2021 ~ Time: 6:30pm

Location: Main Floor Library

- I. Call to Order: 636pm
- II. Open Public Meetings Act read by Ann Ciabattoni.
- III. Roll Call – In attendance: Ann Ciabattoni, Robyn Gedrich, Jim Whyte, Jared Rumage, Sue Viscomi, Kathy Horgan, Ann Goldman. Absent: Sara Siegler, Stephen Hecht, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor.
- IV. Approve Board Meeting minutes  
Approve October 22, 2021 Regular Board Meeting Minutes: Motion: Sue Viscomi, 2<sup>nd</sup> Ann Ciabattoni. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- V. Treasurer's Report **Bill List – Action Item: \$22,828.71**  
Motion: Sue Viscomi, 2<sup>nd</sup> Ann Ciabattoni. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- VI. Director's Report:

### CURRENT PROJECTS

**NJCBG:** The engineering work is expected to be complete for the bid documents and the complete bid set should be ready the following week as per the architect.

**ARPA GRANT:** The Library has procured an updated quote for the additional electrical work needed to accommodate awarded grant projects. We have also reached out to Apple regarding the purchase of equipment and discovered we are eligible for an educator discount.

**IMLS Cares Grant:** The Library has received an updated quote for the locker system requested in the grant. The price is a bit higher than when we first put together the grant but not significantly higher. The lockers would also include additional electrical and data work to function, however a number of our grant funded projects necessitate the need for additional electricity and we have reached out to electricians for quotes regarding these upgrades.

**NJSL + Literacy Partners Hub Grant:** We have received a quote for a panel system to make a lab space on the first floor. The project would be more than \$20K for the paneling system. The paneling system also has quite a long lead time which would push back the start date of our lab and crunch our timeline. While the representative from E.J. Schuster was here, he worked with us to assess what other spaces in the Library would work for the computer lab. The best solution was to place the lab in the Eisner Room. The quote to upgrade the necessary electrical in the room (as well as upgrading the existing wall outlets from two prong outlets to three prong grounded outlets) is just under \$4000K, which is much cheaper and functional than the paneling system. This change would also increase the usage of the Eisner Room, which is underutilized. The furniture we are purchasing comes on casters so it would not be permanent if in the future we made major building changes or wanted to move the lab, it would be possible, with the only change being an upgrade to the number of outlets currently available in the room. We would rename "The Opportunity Lab" to the "Eisner Opportunity Lab" in reference to our benefactor. The position of the lab also juxtaposes the Library's

historical significance with its ability to keep up with the 21st Century.

**BlueCloud Circulation:** The circulation staff is contemplating piloting BlueCloud circulation. The consortium is looking to make the switch to a web-based circulation system that would provide a faster and more intuitive interface. BlueCloud was supposed to be rolled out and tested in 2020, but given the global events, testing was pushed back. We have previously served as a pilot for other LMxAC rollouts of new software and opportunities.

**Consortium:** RBPL staff are well represented in LMxAC committees. Staff stand on the digital content committee, public relations committee, circulation protocol committee and the assessment taskforce. This involvement ensures that RBPL's interests are well represented in the Consortium.

**Buildings and Grounds:** The quote we received from the electrician as previously mentioned is to assist the library with meeting the needs of the grant requirements. These include the additional electric for our most recent win of the Libraries Ready for Anything Grant, NJSL+ Literacy Partners, and the locker installation as well as some additional electrical work in the Children's Room, workroom and outdoor electrical outlets in the Library's back patio. The \$7800 falls well within the Library's 2021 budgeted Building Maintenance Line, but outside of the allowable amount that the Director and Assistant Director can approve.

**Mural:** The Mural Application the Library submitted over the summer was on the agenda at the council meeting.

## **SERVICES AND PROGRAMMING**

**Lee Brothers:** Another virtual author talk featuring the work of the Lee Brothers and their Peanuts Parody Comedy Strip Titled "The Other Ones," a daily comic that focuses on social justice and "otherness."

**Candid:** Eleni and Candyce met with the Candid representative to review what benefits we have as a Candid Funding Information Network Partner. We first joined the program at the onset of the Pandemic, which is a horrible time to launch these new initiatives. Candid representatives assisted us with the changes they made to their website. Unfortunately, 24-hour access passes will end in May 2022, but we can continue them at an added cost. We are hoping to better promote the Library's ability to assist nonprofits in the Greater Red Bank area.

**Redevelopment in Red Bank:** The Redevelopment in Red Bank program was such a success that we have scheduled a second round of programming around this the role of the Redevelopment Agency with chairwoman Cheree Roundtree presenting. The Program is tentatively scheduled to take place on December 8th in the Council Chambers. Details are still being finalized.

**Red Bank Always Beautiful Photo Contest:** Winners for the Photo Contest were announced last week. Top prizes were awarded as follows:

Red Bank Train Station by James Donachy, a black and white photograph featuring the bustling and Historic Red Bank Train Station.

People of Red Bank by Tyler Nunnally-Duck for his Artist Hustlin' which showcases local artist Mike Quon in front of 86 Broad Street where the photographer and artist share a storefront.

Places of Red Bank went to Kristin Gentile with her submission of Red Bank Riviera. The photo captures a waxing Gibbous moon rising above the Red Bank Harbor.

The people's choice with the most likes on Social Media was Spring Rain at the Train Station by Nora Monaghan.

We once again want to thank Steve McMillion of Frameworks for donating additional gift certificates to the winning contestants.

**Historic Walking Tour/Local History:** We had a larger number of requests for this season's final walking tour.

**LTAR:** The November LTAR program will cover “passing” and it will be held the third Wednesday of the Month.

**Capacity Limits:** Now that the Winter Months are coming, we are losing the practicality of our outdoor space, so increasing the capacity limit for indoor programs has become a necessity. We will still require masks.

## **GRANTS**

**NJ Libraries Ready for Anything Mini-Grants:** RBPL has been selected as a winner for the NJ Libraries Ready for Anything Mini-Grant. The program will allow us to install a Telehealth privacy booth which would provide patrons with a private space to conduct Telehealth appointments and take other private business matters. We have also been asked to participate in a panel discussion at the upcoming Annual NJLA conference regarding the Telehealth booth.

## **RELATIONSHIP WITH THE BOROUGH**

**Meeting with Temporary CFO:** A meeting with the temporary CFO was held on Monday, November 15, 2021 at 2pm to discuss the reconciliation of previous Fringe Balances from the years 2019 and 2021.

**Senior Center:** We held our first discussion with the Seniors from the Senior Center to discuss what services they would like to see as part of the Libraries Transforming Communities. Insights we gained were that our seniors would like us to bring back Senior Day, provide programming at their Trinity Church location, Homebound Delivery and even provide access to the Library’s Materials for non-Red Bank Residents who utilize the Senior Center.

## **RBPL IN THE PRESS**

News of the Library’s Photo contest winners appeared in [Red Bank Green](#), [Atlantic Highlands Herald](#), and [Tapinto](#).

## **FINANCIAL MATERIALS & CIRCULATION STATISTICS – IN PACKETS**

- VII. President’s Report: Ann C. stated that she will not seek the Library Board President position in 2022. She would like to remain on the Board going forward.
- VIII. Committee Report:
  - a. Personnel: Eleni discussed the hiring of the lab instructor that is in the corresponding resolution.
  - b. Buildings and Grounds: None
  - c. Finance: None
  - d. Policy Review Ad Hoc Committee: None
  - e. Strategic Plan Ad Hoc Committee: Jim Whyte reported that the strategic plan is in ongoing process. Evaluating to improve and adjust the plan to shifting changes in library services. This is a living document that the library staff has had great influence in shaping.
- IX. Foundation Report: The Foundation needs a member, if you have any recommendations, please send to the Foundation for consideration. Plans are in process for a Spring fundraising event, held on library grounds out back. The annual appeal should be mailed out around Thanksgiving. The Foundation has also adopted an investment policy.
- X. Old Business: None

XI. New Business:

- f. Approving Resolution 2021-24: Authorizing the allocation of funds to be spent and reimbursed in conjunction with the ARPA grant equipment purchases. Motion: Sue Viscomi, 2<sup>nd</sup> Jared Ramage. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- A. Approving Resolution 2021-25: Authorizing the allocation of funds to be spent and reimbursed in conjunction with the NJSL + Literacy Partners HUB grant equipment purchases. Motion Ann Ciabattoni, 2<sup>nd</sup> Jim Whyte. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- B. Approving Resolution 2021-26: Authorizing the allocation of funds to be spent and reimbursed in conjunction with the IMLS Cares Act grant equipment purchases. Motion: Jared Ramage, 2<sup>nd</sup> Sue Viscomi. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- C. Approving Resolution 2021-27: Authorizing the allocation of funds to be spent for the purchase of a TalkBox Telehealth Booth. Motion: Jim Whyte, 2<sup>nd</sup> Robyn Gedrich. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- D. Approving Resolution 2021-28: Authorizing the Red Bank Public Library to utilize R. Sullivan Electric to upgrade various electrical needs at the Red Bank Public Library not to exceed \$7,800. Motion: Ann Ciabattoni, 2<sup>nd</sup> Jim Whyte. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- E. Resolution Number: 21-29: Authorizing the Red Bank Public Library to create the Digital Literacy Instructor Position. Motion: Ann Ciabattoni, 2<sup>nd</sup> Sue Viscomi. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.
- F. Resolution Number: 21-30: Authorizing the Red Bank Public Library to hire Victoria da Silva Rubio. Motion: Jared Ramage, 2<sup>nd</sup> Robyn Gedrich. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.

XII. Public Portion: None

- XIII. Adjournment 715pm: Motion Sue Viscomi, 2<sup>nd</sup> Jim Whyte. Abstained – none Absent: Sara Siegler, Stephen Hecht, Mayor Menna. All in favor. Motion carried.

Respectfully Submitted,

Candyce Valor