

Eisner Memorial Library

84 West Front Street Red Bank, NJ 07701

732.842.0690 | [www.redbanklibrary.org](http://www.redbanklibrary.org)

Red Bank Public Library - Board Meeting of the Trustees

Meeting Date: Thursday, October 22, 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: 6:31pm**

**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 October 12, 2020.

**Roll Call:** In attendance: Ann Ciabattoni, Jim Whyte, Sue Viscomi, Jared Ramage, Ann Goldman, Stephen Hecht, Joan Rothwell, Sara Siegler. Not in attendance: Kathy Horgan, Luigi Laugelli, Mayor Menna. Staff attending Eleni Glykis, Candyce Valor. Joan Rothwell left meeting at 658pm.

**Approve September Meeting Minutes:** Moved Joan Rothwell, seconded by Jared Ramage. Steven Hecht Abstained. Motion carried.

**Workshop:** Finance Fall Workshop 2020 Presentation. Candyce Valor gave a brief overview of the library financial funding, allocation and budgeting process.

**Treasurer's Report: Bill List Approval \$17,314.23:** Moved by Sue Viscomi, seconded by Joan Rothwell. Motion carried.

**Director's Report: Current Projects:**

**Reopening:** The Library reopened to the public for both Browse-n-Go and Computer use by appointment only. We advertised with the Borough Schools, Monmouth Day Care, the electronic sign on Shrewsbury Avenue, and requested a Civic Alert through the Borough, local press, and usual social media accounts.

**Reciprocal Borrowing:** Interlibrary loan delivery begins October 19th. Holds reopened from materials to and from other libraries in LMxAC on the same date. Due to quarantining protocols between member libraries, wait times for borrowed materials may be longer than normal.

**98-96 West Front Street:** The engineering company overseeing the remediation project that is adjacent to RBPL parking lot requested a new site agreement be signed. Eleni reiterated the Library's concerns with the proposed work, insisting that should heavy equipment and/or excavation operations be performed, the contractor guarantees that the concrete curb, apron and asphalt in its entirety should be replaced, not limited to line striping, per industry standard (proper depth of base and top) and above properly stabilized construction aggregate. To date, demolition on one of the two buildings began on Friday, October 16th.

**Election Day:** Due to the pandemic we will not be serving as a polling place this Election Day. Election Day is a Borough Holiday, so RBPL will also be closed.

**Server Upgrades:** All of the data from the server should have been duplicated this past weekend. Our IT vendor will be coordinating with Matt Hershberger to schedule a cutover during this week. The cutover is the final step in the data migration process. We were also given costs for replacing four staff computers that are older and experiencing issues.

On Friday the NJ CCIC (Cybersecurity and Communications Integration Cell) reported on a vulnerability in SonicWall Operating System that could be exploited by those seeking to break into SonicWall firewalls. Over the weekend, LMxAC staff upgraded the operating systems of all SonicWall that LMxAC has access to, including Red Bank.

### **Local History**

**Guided Walking Tour Videos:** The RBPL walking tour is a popular event and a proposal to adapt our existing tour to a virtual format was discussed at a meeting attended by Linda Hewitt, Matt Hershberger, Sue Viscomi, Kathy Lou Colmorgen, and Eleni Glykis.

**Digitization of Library Materials:** Barbara Pickell and Eleni recently met with IDI to discuss their photo gallery feature to see if it would work for the Library's over 3,500 images in the local history collection. These include postcards, historic photos, and pen and ink drawings.

### **Services and Programming**

**Let's Talk About Change:** Library staff is actively trying to recruit teens into the Library, and one way is through our program concept Let's Talk About Change. A list of teen resources for several tough topics is being generated and will be added to the library website when finalized. We are creating a specialized program, called LitLoot boxes, it would include one book, a snack, a craft item, or something of the like.

**Winter Reading Program:** Adult and Children's Room staff are working on developing a Winter Reading Program.

**Halloween Programming:** The Library is hosting its first Halloween Costume Contest. Patrons can email the Library a picture of themselves in costume to [redbanklibrary@gmail.com](mailto:redbanklibrary@gmail.com) for a chance to win a prize! Prizes will be given out to: The Most Creative Costume, The Cutest Costume, The Scariest Costume, The Most Comical Costume, The Best Group Costume, The Best Pet Costume.

Sira Williams will also participate in a Halloween Storytime in the Park with the Parks and Recreation Department on October 27. The event will feature storytime, craft activities, and, of course, a treat bag filled with goodies.

**Educational Resources:** Matt and Eleni have had meetings with RBPL Foundation member Mike Gordon to discuss various educational resource pages. We determined the following topics: Climate Change, Pandemics, Hispanics in the American Corporate Business World, Starting Latino Businesses in America, Hispanic Professionals, Hispanic Heritage, Financial Literacy, Basic Economics, and Making a Public Presentation. Mike Gordon will be reaching out to the Root Beer and Checker Club to work on the pages' resources.

**Food Not Bombs:** We were approached by an individual who runs Food Not Bombs, a program that picks up unsold produce from supermarkets (Sickles, Foodtown, etc.) and offers it for free in the community; making it possible for those who are food insecure to access fresh fruits and vegetables. The Food Not Bombs volunteers would be responsible for all the heavy lifting, and the Library would only be providing space, not storing any perishables.

### Grants

**NJ Construction Bond Act:** There is still no word on the Library Construction Bond Act; the State Library updated the Grant website to indicate the award date will be in October.

**IMLS Grant:** Sadly, RBPL was not awarded the IMLS Grant. Out of 1,701 applications, a total of 68 projects won the pool. Our application scored high with comments such as: "I appreciated how detailed this proposal is and how it seemed very keen on meeting specific needs of the community by increased services. I think that this Library has the capability to use the funds they receive to carry out each of these agenda items and to better equip its patrons to navigate the challenges of the COVID-19 pandemic." and "Strategies for sustainability are addressed and I trust the library staff, foundation members will hit the ground running working to obtain sponsors and engaging partnerships with community agencies and organizations."

Given the high marks, we will be looking for other grant funding to complete some of those initiatives. This includes the ALA's **Libraries Transforming Communities: Focus on Small and Rural Libraries Grant**. The grant provides the opportunity for small and rural libraries to develop their facilitation skills through online training, talk with community members (virtually or in-person) about local needs, and undertake a project that benefits their community.

**Resilient Communities Grant:** We won the \$1,000 grant, Resilient Communities, Libraries Respond to Climate Change. The grant monies will be used to enhance our Sustainable Red Bank Series. Good work Matt!

**AgEnhancement Grant:** The Library is seeking around \$3,500 or more to create an educational urban farming experience for Red Bank residents, including hydroponic growing systems, pollinator garden, and paid programming publicity. This programming will expand the Library's RAD Lab Activities.

### **Additional Grant Opportunities:**

- Baker and Taylor Summer Reading Program awards \$3,000 in financial assistance for Summer Reading program development.
- Young Adult Library Services Association Great Books Giveaway Competition, the winning library wins a year's worth of review materials as a contribution to up to three libraries in need.
- The Baker & Taylor/Young Adult Library Services Association Collection Development Grant awards \$1,000 for collection development to YALSA members representing a public library and working directly with young adults ages 12 to 18.
- Monmouth County Historic Preservation grant to obtain funds to offset the cost to repaint the second floor in its entirety.

### **Library Funding**

**Municipal Allocation:** The 2021 municipal allocation has increased by \$45K, increasing almost 6% from the previous year.

**State Aid Funding:** Our State Aid funding this year was down by \$59., primarily because the overall Per Capita State Aid program the year before was funded at 35% vs. 34.66% in 2020. If legislature fully funded the program, RBPL PCSA category of \$1.25 would have resulted in the Library receiving \$15,258.

### **LMxAC**

At the last LMxAC membership meeting, it was determined that 2019 circulation numbers would be used to assess 2022-2023 budget and member library cost.

LMxAC is also looking to add Patron Point to its current offerings to consortium members. Patron Point is an automated marketing solution that can send automatic welcome emails to new patrons, notification emails to expiring card patrons, newsletters, customer service, and more. Projected flat fee of less than \$1,000 per member library. LMxAC also made several requested changes to our Library's catalog page, member library information page, and more.

**President's Report:** Jim, Sue and Ann C. attended the Trustee training on October 17<sup>th</sup>. Participation does count towards required annual training for Board members. The training was very informative, the guest speakers included a security professional and a library lawyer. Once the follow up materials are available for attendees, they will share them with the rest of the board.

### **Committee Reports**

**Finance:** Edmunds reporting (software used by Red Bank Borough) is different than financial reports generated by RBPL. Candyce Valor identified a few items that needed to be adjusted to remain compliant with

the Library Board approved actions. Candyce reached out via email to the CFO at the Borough to address the situation. Mr. O'Reilly is in the middle the Borough's audit and will address these items at his earliest convenience.

Additionally, the Library has identified some funds that it would like to utilize to enhance the library structure and/or technology. These include improvements to the wooden stairs and library awning at the entrance, painting the building's interior and exterior trim, Smart Lockers to ensure contactless delivery, an electronic outdoor sign, and other items. We will finalize recommendations with the buildings and grounds committee and pass them along to the board for consideration.

Personnel: Zoom meeting is scheduled for Wednesday October 28, 2020.

Buildings & Grounds: Zoom meeting was held before Board meeting today. Identified projects that we must prioritize, obtain construction/maintenance quotes, and move forward on.

Policy Review: Meeting will be scheduled to review policies that would need adjustments due to the pandemic protocols.

Strategic Planning: Jim and Eleni had a meeting on 10/5 to discuss the tracking of the plans progress.

Foundation Report: Foundation will have a meeting in November. The current focus is the Annual Appeal letter. The letter has been drafted and the projected date for mailing is the week of November 16. Any new names for the mailing are welcome and appreciated.

Old Business: No Old Business

**New Business:** Resolution 2020-14 - Close the Library on Election Day, November 3, 2020. Motion Steven Hecht, Jared Ramage second. Motion carried.

**Public Portion:** No public present

**Adjournment:** 7:26pm Motion Jared Ramage, Sue Viscomi second. Motion carried.

Respectfully submitted,

Candyce Valor