



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 October 21, 2021 ~ Time: 6:30pm

Location: Main Floor Library

- I. Call to Order: 630pm
- II. Open Public Meetings Act Read by Ann Ciabattoni.
- III. Roll Call - Ann Ciabattoni, Sara Siegler, Sue Viscomi. Stephen Hecht, Kathy Horgan, Ann Goldman. Not in attendance: Mayor Menna, Robyn Gedrich Jim Whyte, Jared Ramage. Staff attending Eleni Glykis, Candyce Valor. Ann Ciabattoni informed the Board that Joan Rothwell has resigned from the Library Board effective October 21, 2021.
- IV. Approve August 19, 2021 Board Meeting Minutes Motion Sara Siegler, 2nd Sue Viscomi. Abstained – none. Absent: Mayor Menna, Joan Rothwell, Robyn Gedrich Jim Whyte, Jared Ramage. All in favor. Motion carried.
- V. Treasurer's Report
 - I. **Bill List – Action Item: \$25,215.34** Motion Sue Viscomi, 2nd Sara Siegler. Abstained – none. Absent: Mayor Menna, Joan Rothwell, Robyn Gedrich Jim Whyte, Jared Ramage Mayor Menna. All in favor. Motion carried.
- VI. Director's Report:

CURRENT PROJECTS

Elevator: We received a quote from the elevator company for the replacement cost of the door operators. The replacement cost for all door operators is over \$5,000. We have decided not to put any additional funds towards repairing the elevator as the bid documents are being finalized to replace a new elevator. We will have to have CSS come out to retest the elevator fire alarms, and while they won't be able to, an update to their report indicating that those systems were untestable should meet fire inspection standards.

NJCBG: The engineering firm Johnson and Urban came by on Tuesday to review some physical elements of the bid. During their investigation, they discovered asbestos in the main piping wall. The engineer will have to include asbestos abatement in the bid document, as all public buildings must have any asbestos remediated. Preliminary bid documents are 75% complete, and we are just awaiting this portion. Project build time is estimated to be three months. However, global supply chain issues might affect the shipping times of the elevator and some door parts, but not the bathroom remodeling components.

Wireless Wonders: Installation of the new wireless infrastructure was completed on August 27 with zero issues. Patrons can now access our Wifi throughout the Library's premises and a bit further. (Signal can be reached across the street in front of TD Bank and the corner of 35 and West Front)

Outdoor Umbrellas: We currently have no outdoor umbrellas for the backyard space. One of the umbrellas was vandalized, which Borough Police are presently investigating. Insurance will cover the parts, minus the deductible. The other umbrella underwent damage during Ida, which was exacerbated by different patrons attempting to open it and use it.

Exterior Painting: We've been working on securing quotes to paint the exterior of the Eisner portion of the Library. These are needed to apply to the Historic Preservation Grant Program, which will provide a \$10,000 match towards the preservation, restoration, or rehabilitation of historic structures in Monmouth County, usually fifty years or older, accessible to the public. Quotes obtained are

approximately \$23,000.

Gas Service: As a result of the meter replacement, the Library is now working with NJ Natural Gas to repay usage incurred for November '20 through March '21.

ARPA Grant: The Library's purchase of an additional umbrella has been approved, and we are working with Shadowspec to finalize the purchase of an additional second umbrella. We will also be purchasing other materials from the Grant in the next coming months.

98-96 West Front Street: The project next door which will include 10 housing units, 600 square feet of office space and parking will most likely receive zoning board approval for the various variances requested. The developer needs to provide a 3D rendering of the project to the planning board and also receive an easement from the Borough for the maintenance of trees that need to be planted as they will be on the Library side of the property. The Library Board also asked that the developer ensure that the Library lot is not utilized during Library business hours by future residents and visitors.

SERVICES AND PROGRAMMING

Programming during the Pandemic: We are lucky to have access to vast outdoor space. However, with cooler weather approaching, we are looking at what can be done to continue in-person programming until we can upgrade the meeting room for hybrid programming. In-person programming so far has included **Bridge, Book Club, Big Game Night, Readin' on the River, and Storytime, Historic Walking Tours, a Fall Seed Swap**, and other outdoor activities. Storytime had once again gained its massive popularity with over 60 participants last week. Several programs have returned from their summer hiatus; this includes **Conversational Spanish, Race and Diversity Storytime**, and The **Mindful Hour**.

Book Sale: The book sale room has reopened to the public. Sales have been ongoing and consistent.

Donations: Halting the fines and fees has created an increase in donations. Patrons will now put donations of \$20 for a mere notary signature, a 1900% increase. The increase in donations is something we might factor in when reviewing our paid policies.

Redevelopment in Red Bank: The program was to be held this Tuesday but has been postponed by the presenter. The program will be rescheduled at a later date, possibly in October. The program was held last Thursday with good attendance. There were 16 in-person participants and five online.

Henna Artist: Our first hybrid program goes on this Wednesday, where we will be virtually hosting Alka Joshi, author of the Henna Artist. In-person participants will also be able to have henna with Maleka Musliwala. The Henna Artist was our first hybrid program. Henna Artistry was provided by Maleka Musliwala, and Alka Joshi was presented through zoom. There was zero in-person audience participation for the author talk portion of the program.

Red Bank Always Beautiful Photo Contest: The photo contests deadline was extended to October 1 to provide the community with more time for submissions. We will be announcing a winner shortly.

Local History: To match the digitization efforts of the Local History Department and ease access to our collection, we are moving the entirety of the collection to the Eisner Room. Placing the Local History ephemera on the main floor provides more accessibility and access to the public. This move also coincides with some of the policies recently made to utilizing items from the collection. Additionally, we are applying to the Monmouth County Historical Association Regrant program to digitize the Library Board Minutes as we prepare for the Library's Centennial celebration.

GRANTS

IMLS CARES Grant: The Red Bank Public Library is pleased to announce that we are the recipients of \$67,000 in federal grant funding. The funding will be used to upgrade our meeting room to allow for hybrid programming, Chromebooks for circulation, and room partitions to create more quiet study spaces.

AMERICAN RESCUE PLAN ACT OF 2021 NJSL + Partners Literacy Grant Project: RBPL has been tentatively selected is now an official Hub Library for the NJSL +Literacy Partners Grant project. We are one of three libraries to be selected as a Hub; Atlantic County and Paterson are the other two. The designation allows the Library to create a digital learning lab, which will be for now housed in the Local History Room, as the Grant has very Three Libraries were chosen as Hubs. Designation as a Hub Library would mean using grant funding to hire 3 PT Staff, creating a Lab Space with 14 computers and specialized training software. RBPL has named their lab "the opportunity lab" and covers the basics of: Computing Fundamentals, Key Software Applications, Living Online, One on One Support, and Job Search Support. The Lab should be up and running in early 2022.

NJ State Library ARPA Grant: RBPL is also the recipient of \$70K from the NJ State Library. That funding will be used to upgrade the Library's YA area and provide outdoor spaces with more seating and usability and add additional circulating and public use technology.

NJ Libraries Ready for Anything Mini-Grants: RBPL is also applying to the NJ Libraries Ready for Anything Mini Grant through LibraryLinkNJ. The \$5000 grant would be used to provide a privacy booth for patrons to take Telehealth Appointments or even have private meetings while still utilizing the Library's technology.

RELATIONSHIP WITH THE BOROUGH

Department head meeting: The Library participated in the recent department head meeting this past week, where the Borough discussed their reopening plan.

Senior Center: Our work partnering with the Senior Center as part of the Libraries Transform community grant will start in October with Community Conversations around Senior Services. The Senior Center book club has also started once again.

Fire Inspection: We are still in the process of obtaining a complete pass on our fire report. Unfortunately, the process is being hindered because of the elevator. It seems fiscally irresponsible to put more money into an elevator that is on its way out. We are working with the Borough to review options for this predicament.

One on One: The Library requested a meeting with Acting Business Administrator Darren McConnell. The topics of the meeting included CDBG Funding for the Library, which we discussed and will be awaiting when those requests go out, to apply. We also discussed the maintenance of the Library with DPW, including the cleanliness of the facilities, the leak over the elevator, and other factors. As a result of that meeting, the wooden stairs that lead down to the river have been reviewed by DPW, the Borough will cover the costs for the elevator, and a roofer has come to provide a quote to DPW regarding that repair. Additionally, the electrician was also onsite to provide quotes for the locker installation, repairing the existing emergency light that does not work, and other projects the Library needs, such as additional electrical outlets outside and in the Young Adult Area. DPW will also repair the fire door in the basement as it no longer opens.

RBPL IN THE PRESS

[Rep. Chris Smith's office advertised the Library's Grant win](#) as did [Patch](#) and [Tap Into](#)

The Yard Sale was also a popular press item, featured in [Red Bank Green](#).

Our redevelopment program made some headlines, as did it's a postponement, in [Tapinto](#).

The actual redevelopment program was covered in [Red Bank Green](#).

The Wireless Wonders Project also received coverage from [Red Bank Green](#), [Patch](#), and [tap into](#)

FINANCIAL MATERIALS & CIRCULATION STATISTICS – IN PACKETS

- VII. President's Report: Ann Ciabattoni congratulates the library staff for their grant success.
- VIII. Committee Report:
 - A. Personnel: No meeting.
 - B. Buildings and Grounds: No meeting
 - C. Finance: Special meeting, addressed in closed session.
 - D. Policy Review Ad Hoc Committee: No Meeting.
 - E. Strategic Plan Ad Hoc Committee: Meeting was held September 29th and progress report will be shared at the next Board meeting.
- IX. Foundation Report: Annual Appeal letter should be mailed the week of November 15th. Please give the Foundation names and addresses of anyone you would like a letter sent to. The Foundation is working on an investment policy for their funds.
- X. Old Business: None
- XI. New Business:
 - II. Approving Resolution 2021-22: Authorizing Library administration to share banking information with SAM.gov and eGMS Reach online portals for the purposes of grant award receipt through the IMLS Cares Grant. Motion Sara Siegler, 2nd Stephen Hecht. Abstained – none. Absent: Mayor Menna, Joan Rothwell, Robyn Gedrich Jim Whyte, Jared Rumage Mayor Menna. All in favor. Motion carried.
 - III. Approving Resolution 2021-23: Authorizing the Assistant Director to sign contracts in an amount not to exceed \$2,500 within the means of the 2021 draft and final budget approved by the board. Motion Sara Siegler, 2nd Ann Ciabattoni. Abstained – none. Absent: Mayor Menna, Joan Rothwell, Robyn Gedrich Jim Whyte, Jared Rumage Mayor Menna. All in favor. Motion carried.
- XII. Public Portion: None
- XIII. Executive Session 7pm for Finance Discussion Motion Sue Viscomi, 2nd Sara Siegler. Abstained – none. Absent: Mayor Menna, Joan Rothwell, Robyn Gedrich Jim Whyte, Jared Rumage Mayor Menna. All in favor. Motion carried. Executive session ended 712pm.
- XIV. Adjournment: 717pm Motion Sara Siegler, 2nd Sue Viscomi. Abstained – none. Absent: Mayor Menna, Joan Rothwell, Robyn Gedrich Jim Whyte, Jared Rumage Mayor Menna. All in favor. Motion carried.

Respectfully submitted,

Candyce Valor