

Red Bank Public Library  
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 Minutes**

Meeting Date: September 15, 2022 ~ Time: 6:30pm Location: Main Floor Library

- I. Call to Order: 630pm
- II. Open Public Meetings Act: 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 the same with the Borough Clerk on February 22, 2022.
- III. Roll Call: In attendance: Sara Siegler, Ann Goldman, Sue Viscomi, Robyn Gedrich, James Whyte, Ann Ciabattoni, Kathy Horgan Absent: Stephen Hecht, Mayor Menna, Dr. Ramage,
- IV. Approve Board Meeting Minutes:
  - A. Approve July 28, 2022 Regular Board Meeting Minutes: Motion to approve: Jim Whyte, 2nd: Ann Ciabattoni. Abstain: None. Absent: Stephen Hecht, Mayor Menna, Dr. Ramage.
- V. Treasurer's Report
  - A. *Bill List – Action Item: \$41444.18* - Motion to approve Sue Viscomi, 2nd - Ann Ciabattoni Abstain: None. Absent: Stephen Hecht, Mayor Menna, Dr. Ramage.
- VI. Director's Report:

#### **CURRENT PROJECTS**

**IMLS:** Most of the grant requirements are complete. This two-year grant ends on August 31, 2023; the last large item to tackle is creating a hybrid programming space out of the meeting room. The additional ongoing items for year two are digital software resources and our increased internet bandwidth.

**Eisner Opportunity Lab:** The grant application for the LTSA 2022 Grant closed Friday, August 12, 2022. Melani, the Borough grant writer, has been working with us and submitted our application on Wednesday, August 10th. We still have not received word on being awarded the grant.

**ARPA:** The YA area furniture is set up and ready for use. The new space for teens includes a powered table for collaborative work and play, two high-top tables, and all new chairs. The space will soon also feature two iMacs. Additionally, because some of the original items requested were discontinued, we substituted those items and replaced three service desk computers. The other laptops are up and running, and we anticipate these being used heavily by staff and the public. The State Library notified us on August 2nd that this grant offered extensions, and we accepted. Work on the Library mailer is nearly done. We are waiting to finalize other small items from this project, such as cataloging and circulating our Playaways and the delivery of the front porch furniture.

**Exterior Painting:** We have signed the quote and will start painting as early as the week of the 19th.

**NJCBBG:** Our architect has submitted their paperwork to the Borough Administrator regarding the bids and the awarded contractor. Information regarding the bids has been included in the packet.

**96-98 West Front Street:** The owner replaced the temporary fence in early August. Although professional and efficient, the fencing company occupied, without any notice, a good portion of the Library parking lot minutes before the ever-popular Story Hour. We reached out to the Borough Administrator, who was also unaware that the work was being done. He is working with the construction official on ensuring that the

owner provides both the Borough and the Library ample notice regarding any use of the Library parking lot.

**Building Safety:** We have had a few instances of concern in the last month. We have ordered additional panic buttons for staff safety. Additionally, we have asked the Police Department to add us to their shift rotation for patrol, not only when we are open to the public. There have been multiple gatherings in the backyard this summer. The solar panels are an object of attraction as one has constantly been askew when we arrive on Monday mornings. Additionally, trash is abundant Saturday and Monday mornings, the weekend of the 12th, including burned garbage and alcoholic containers.

**New Materials Spending:** If you notice, our new materials spending is significantly lower this month. Our vendors, Baker, and Taylor, suffered a catastrophic ransomware attack at the beginning of August, severely impacting our ability to purchase new materials. Baker and Taylor brought back applications on Wednesday, September 7th.

### **SERVICES AND PROGRAMMING**

**8/10 Power Outage:** Red Bank residents experienced a prolonged power outage with 90\* heat. The Library became a cooling station and a charging area, and with our upgraded wifi system and the telehealth booth, RBPL became a workstation for work-at-home employees. Approximately 75 people utilized the library specifically for this purpose.

**Eisner Opportunity Lab:** On Wednesday, August 10th, Emily Miller held her first Opportunity Lab Workshop, Learn *LinkedIn*; 7 people registered, and three attended. The next workshop was iPhone & iPad Basics for Seniors, held on Monday, August 22nd at 11 am; this was extremely successful, and attendees asked for this workshop to be offered weekly when scheduling allows. We have received glowing feedback from our workshop attendees, complimenting Emily and our programs being offered.

**Town Wide Yardsale:** The Town Wide Yardsale had its second most successful run since its inception. We have over 80 registered participants, with several other homeowners joining in. For the first time, we had spaces set up for yardless dwellers; offering this service seemed quite successful.

**Back To School:** Sira Williams will be making her rounds at the various schools in Red Bank to promote Library Services. April Bunn, Library Media Specialist at Red Bank Regional High School, encourages teens to sign up for a library card via our website. We are looking for ways to bring our materials to RBR for more teen participation.

**State Library to Host Celebration:** The State Library will host a NJSL Literacy Partners Celebration event at the Red Bank Public Library on September 30th.

**Hispanic Heritage Month Celebration:** We look forward to participating in the Hispanic Heritage Month Celebration at Johnny Jazz park.

**Seed Library:** Matt Hershberger and Natalya Andrex will be moderating a LibraryLinkNJ Skill Share program about setting up a Seed Library.

### **RELATIONSHIP WITH THE BOROUGH**

**Building and Grounds:** We would like to thank Tim Robinson from DPW for replacing a malfunctioning paper towel dispenser in one of our restrooms. Tim also assisted Candyce at National Night Out by transporting our table from her car to the assigned location on the field.

**Parks and Recreation:** The Library hosted four camp visits this season.

**Community Events:**

The Library participated in National Night Out on the 2nd.

Sira Williams has visited Monmouth Day Care multiple times for special StoryTime Hour outreach.

StoryWalk book for August was *Jabari Jumps*.

Additionally, to support summer reading, there was a Whale of Trail within the grounds of Riverside Gardens, with information regarding 12 sea creatures.

The Library has been a collection place for the Lunch Break Back to School Drive. We have also been giving away snack bags for the Backpack Crew from the Methodist Church.

On August 11, Staff from the office of Senator Vin Gopal's Constituent Services were at the library for three hours offering information to the community on various topics.

**RBPL In the Press:** The local press provided coverage for the Townwide Yard Sale from [TAPintoRedBank Red Bank Green](#) mentions our Historic Walking tour.

Two River Times featured the [Library's Let's Talk About Race](#) program in its print and web editions.

- VII. President's Report: Sara Siegler spoke about the Trustee Day training with Michael Cerone and how it is very beneficial and informative.
- VIII. Committee Report:
  - A. Personnel: No meeting
  - B. Buildings and Grounds: No meeting
  - C. Finance: No meeting
  - D. Policy Review Ad Hoc Committee: No meeting
  - E. Strategic Plan Ad Hoc Committee: No meeting
- IX. Foundation Report: Meeting was held on 9/12, annual appeal is in motion with plans for mailing the week of thanksgiving. They are working on marketing the library anniversary with specialized ideas such as a giving tree for donations.
- X. Old Business: Ann Ciabattone asked about the mural installation for the west side of the building.
- XI. New Business:
  - A. Approve Resolution 22-17: Accepting bids and awarding contract to Salazar & Associates, Inc. for the Interior ADA Improvements at the Red Bank Public Library. Motion to approve: Sara Siegler, 2nd - Sue Viscomi. Abstain: None. Absent: Stephen Hecht, Mayor Menna, Dr. Ramage.
- XII. Public Portion: None
- XIII. Executive Session - Library Incident
- XIV. Adjournment: 7:04pm Motion: Sue Viscomi, 2nd - Ann Ciabattone Abstain: None. Absent: Stephen Hecht, Mayor Menna, Dr. Ramage.

Respectfully submitted,

Candyce Valor