

Red Bank Public Library - Board Meeting of the Trustees

Meeting Date: Thursday, September 17, 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: 645pm

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

Approve Meeting Minutes July 23, 2020 Meeting Minutes.

Moved by Jim Whyte, seconded by Sue Viscomi. Motion carried.

Treasurer's Report – moved to approve invoices currently due - \$ 22,447.58. Moved by Sue Viscomi, seconded by Sara Siegler. Motion carried.

Directors Report

Reopening: We will open September 28, 2020 for computer access and browsing via appointment only. Curbside will continue by appointment. Patrons will be allowed walk-ins dependent on available capacity. We are looking into remote connection software to provide computer assistance to maintain staff and patron safety. As we are unsure of how to make the Children's room available safely, we have moved a substantial collection of Children's materials to the first floor for browsing.

We are also changing our current open hours to accommodate public needs and the ability to remain vigilant with staff safety by remaining 2 teams. Operating Monday, Tuesday, Thursday and Friday 10-5pm with hours for appointment being 10 -12pm and reopening from 2 to 4:45pm. Wednesdays 1-4p, reopening at 6pm which would include a late night until 8pm.

98-96 West Front Street: Remediation work in the Library parking lot for the adjacent property slated to be complete in August has not begun. As the Library is planning to open soon, we reached out to our engineering company's contact to get updated plans. We were told the company is four to five weeks out from completing the work. We will continue to stay in contact as we move along with reopening to rework our curbside plans with the parking being closed.

Census 2020: Red Bank stands about 65% completion rate. The Census committee is looking at having the Census Truck return to strategic locations on the west side to increase participation. The Library printed out more promotional materials for the group for distribution.

Election Day: We are reaching out to the Clerk's Office to see if the Library will be a mail-in ballot drop off box location. Recently passed bill A4475/S2580 allows for county boards of elections to set up supervised and unsupervised ballot drop-offs, specifically mentions libraries. We serve as a polling location, except for this year's primary due to the pandemic.

Server Upgrades: The server upgrade went with some hiccups. Our regular IT consultant was out sick, so we had a replacement. Upon installation, hard drives were faulty. They were replaced by HP under warranty the same day. The server itself is up and running, but the Library is still operating under the old server as data gets migrated from the old server to the new one. This is a standard operating procedure for a new server install so that the entire Library does not have to become nonoperational in the event of an issue. The IT Consultant is working on migrating the data remotely.

Local History:

Red Bank Always Beautiful - The winners of the First Annual Red Bank Always Beautiful Contest were announced. Our judges (Councilwoman Kathy Horgan, RBPL Staff Member Cathy Tobin, myself and Steve McMillion from Frameworks.) selected six winning photographs and 15 Honorable Mentions. There was a total of 55 entries. Prizes in the five categories included a framed copy of the photos, a gift certificate for \$100 from Frameworks, and a \$50 gift certificate from River Center, which may be used in many Red Bank businesses. The overall winner receives a framed copy of the photo, a gift certificate for \$100 for Frameworks and a \$100 gift certificate from River Center. Announcements were made via Facebook, our Website, and local press.

Cataloging Local History Photos: Many scanned photographs and other materials are still not digitized in the Local History collection are still unavailable to the public. We are looking into software or external vendors to make these items available to the public. Interesting pieces included caricatures of local business owners, information regarding the passing of the 1948 Freedom train, etc. Finding a way to share and make searchable these items to the public will only increase the local history room's usability and relevance.

Digitization of Regatta: The Library holds many of the National Regatta programs for races in Red Bank from 1931 to 1980 and other materials surrounding the Red Bank Yacht Club. We are applying to the Monmouth County Regrant program to cover the cost of digitizing these items and the Red Bank publication *Monmouth Pictorial*, a photo record of the area in 1936-1940.

Library's 100th Anniversary: The Library is getting close to celebrating its 100th year as a municipal free public library. The centennial year is in 2023, but we have begun to discuss plans for a celebration.

Services and Programming

COVID Related Closure: Due to a pandemic exposure scare, we closed while we made arrangements to have the Library building cleaned. A company from Hamilton, NJ completed

the service within two hours, and we were able to be back and running within a week. We are lucky that no one from the Library or their families were severely affected, but the scare did make us want to take additional precautionary measures.

Library Card Sign Up Month: September is Library Card sign up month. We are posting on our Facebook page as well as holding a raffle where the winner will win a \$25.00 RiverCenter Gift Card.

Expanding Curbside Offerings: As our building is not currently open to the public, we are expanding our offerings via curbside. This include Movie Bundle packs where customers will get three movies of a genre with a microwave popcorn. Book Bundles will be available for children by topic with crayons and coloring sheets included. We also began offering To Go Craft activities. The crafts can easily be completed with household items to make it easy to follow at home, even without the Library providing materials.

Bookclub: A joint book club between Two River Theater, T. Thomas Fortune House and the Library met at the end of August behind the Library.

Interlibrary Loan: Interlibrary loan is slate to return in October, following input in the form of a survey from LibraryLink and the LibraryLink Board and Management.

Seed Library: The collection box for the seed library was installed on the front porch. (Thank you for the donation Ann Goldman and the labor John Valor!) Matt H. and Natalya A. are working on promoting the project and putting out information to the public.

RBPL Website: Changes continue to be made to the RBPL Website. We now have a Spanish domain and the Spanish language translation of the website is coming along. Additionally, there have been changes made to our Children's Page. The menu has been expanded to reflect specialized Children's Services, Student Resources, Library Card Sign Up, What's New in the CR, RAD Lab/Story Walk. The Student Resources page links to other resources on our site but provides an all in one spot making it easier to navigate. We reached out to RBPS to promote our new Children's page and resources for the school year.

Extended Quarantine Period: Keeping in line with the recent research from the combine efforts of the REALM project (A combined research initiative by [OCLC](#), the [Institute of Museum and Library Services](#), and [Battelle](#)) we have extended our quarantine time from 3 to 7 days, after research shows that stacked materials react differently to the virus than unstacked materials.

Library Blog: We are re-upping our efforts to keep the Library Blog relevant. Returning to work has cut into time to work on the blog for some staff members.

Wildlife Initiative: We received information about the Borough's Wildlife Garden Initiative thanks to Sue Viscomi. The library is interested in pursuing this program as it aligns with our strategic plan and our Sustainable Red Bank series.

Grants

NJ Construction Bond Act: According to the State Library's Timeline, notices for awardees should out in September, so we will be waiting patiently to hear any news.

Resilient Communities Grant: We applied to ALA's [Resilient Communities: Libraries Respond to Climate Change](#) Grant, a pilot program to help public and academic libraries engage their communities in programs and conversations that address the climate change crisis. We already offer *Sustainable Red Bank*, which we think aligns well with the Grant Program guidelines.

IMLS Grant: The award date from this grant is delayed, we still check our status to see if we have received funding.

Relationship with the Borough:

Meeting with Z: Had a one-on-one with Borough Administrator, reiterated the need to have the park behind the library kept neat and maintained.

DPW: DPW installed a garbage can in the Library back yard area to help mitigate the littering situation. We also informed them of our plans to reopen to the public and ensure that high touch areas are well sanitized. DPW was very responsive with issues with our HVAC.

HVAC: We had an issue with the HVAC leaking in the mechanical room on the main floor. Both Candyce Valor and Terrance Walton (Borough Buildings and Grounds) were on hand to mitigate the situation as best they could. There was a clogged filter that needed cleaning. Supreme Heating and Cooling were called in by the Borough to complete the rest of the issue.

Financial materials & Circulation Statistics – in packets

President's Report: Reminder that there is online Trustee training on October 17th. Participation will count towards required annual training for Board members. Would like to commend Eleni and the entire staff for their hard work during these difficult times.

Committee Reports

Finance: No meeting. Financial status is stable. A brief financial overview workshop will be on the agenda for October.

Personnel: The personnel committee did meet virtually. The personnel committee recommend the promotion and approval of the resolution that is scheduled under new business.

Buildings & Grounds: Meeting is to be schedule for October. Utilizing an independent attorney to review the Library Deed may be a good idea to pursue. Ann Ciabattone will follow up with possible recommendations.

Policy Review: Did not meet. Will set up a meeting.

Strategic Planning: No meeting in September, an update will be provided in October. Committee considerations for 2021.

Foundation Report: A meeting was held on September 14th. We received \$10,000 recently from the Eisner Foundation. Donations totaling \$35,000 has been generated to support the capital campaign. Mailing list is being reviewed for the Annual Appeal. Please email Anne Torre (annetorrebeebe@gmail.com) if you have any candidates to add to the mailing list. November 9th is the anticipated date for mailing the letters.

Old Business: No Old Business

New Business:

- A. Approve Resolution 2020-13: Resolution to promote Natalya A. to permanent part time library assistant.** Motion: Ann Ciabattoni, seconded by Sara Siegler. All in favor. Motion carried.

Public Portion: No Public

Adjournment: 715pm Moved by, Jared Ramage seconded by Sue Viscomi. Motion carried.

Respectfully submitted,

Candyce Valor