

Board Meeting of the Trustees

Meeting Date: Thursday, September 20, 2018 Meeting Time: 6:30 pm Location: Meeting Room

- I. Call to Order at 6:30 pm.
- II. Open Public Meetings Act – read by Jim Whyte
 - a. **Let the minutes reflect that, in compliance with the Open Public Meetings Act, notice of this meeting has been provided by notifying the Asbury Park Press, the Two River Times and redbankgreen and by placing a notice on the bulletin board at the Library and Borough Hall and filing same with the Borough Clerk on January 1, 2018.**
- III. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Stephen Hecht, Joan Rothwell, Grace Sapphire, Sara Siegler (arrived at 6:35), Sue Viscomi, Jim Whyte. Not in attendance: Kathy Horgan, J T Pierson, Jared Ramage, Mayor Menna. Staff attending: Candyce Valor.
 - a. Barbara Pickell (on vacation)
- IV. Approve Meeting Minutes
 - a. August Board Meeting Minutes approved. Moved by Sue Viscomi and seconded by Grace Sapphire. Motion carried.
- V. Treasurer's Report – no report
- VI. Director's Report
 - a. Current Project Updates
 - i. Outside updates – concrete footing and umbrella/canopy still to be installed in the back near Children's area. Poor weather and other issues have slowed it down.
 - ii. Computer and Technology projects – 90% of new computers up and running. One is getting replaced that came damaged – ultimately to be in YA area.
 - iii. Additional building projects and concerns – Good news! Basement is dry! AC issues on the main floor problematic. We are now looking at a different company through the Borough recommendation.
 - iv. Miscellaneous happenings – A wallet was stolen from employee's purse in the downstairs office area. Person visible on the cameras but no one knows who he was. Police are working the case. Wallet was recovered intact except for the cash. Case remains open.
 - v. Audit is scheduled for the first week in October. Chuck Fallon will be conducting as he did last year.
 - b. Staff Update – April Bunn resigned, and we are looking to combine her hours with another open position. Itzel has also reduced her hours because she found a full time position – so there are positions which we are looking to fill –Reference and Adult Services Librarian (part-time) and Library Assistant II (part-time).
 - c. Services and Programming
 - i. Adult and Children's Programming – summer reading totals pace 2017 numbers and RAD lab programs continuing with great enthusiasm
 - ii. Archives Day – October 13. RBPL will be attending.
 - d. Financial materials & Circulation Stats in packets

VII. President's Report – no report

VIII. Committee Reports:

- a. Search Committee – Interviewed 5 people and have determined 2 are best candidates to advance. Candidates will be introduced to staff and remaining Board members on October 10. Goal is to have a contract ready for October meeting or November meeting for a new Director.
- b. Personnel Committee – Committee met to discuss two issues – one on the agenda tonight for a new title for open librarian position. The second is about recently passed legislation becoming law in October. All employees including part-time will be eligible for sick time. We await the Borough's plan and approach so we can be in synch with them. They will be tracking the time and issue pay checks.
- c. Buildings & Grounds Committee – met but no report at this time.
- d. Finance – no report
- e. Policy Committee (ad hoc) – met two weeks ago and plan to meet again. Old policy manual has been updated and they are reviewing.
- f. Bylaws Committee (ad hoc) – Committee has met online and gathering consensus. Hope to have recommendation ready for October Board meeting.

IX. Foundation Report -

- a. Still working out details to transfer funds from Friends accounts at TD Bank to Foundation account at Two River Community Bank.
- b. Some adjustments to the Foundation by-laws were done to incorporate merge with Friends bring by-laws current by Anne. Will be voted on at next Foundation meeting.
- c. Director's report information already covered in this BOT meeting.
- d. Foundation Trustee, Michael Gordon created a brochure for the library to use during face to face meetings for fund raising. He thanked various Foundation members and Steve Hecht for his help in reviewing the text. With some better photographs and design input, he will be getting the project completed.
- e. 2018 Annual Appeal is getting underway. This is the major fundraiser for the RBPL and could use help from Board of Trustee members. We would like to get the names & addresses of people who you think would support the library. We have had a lot of accomplishments this year, so the letter will have a lot to report. Please give this some thought and send names and addresses to me. I will get them into Little Green Light.

X. Old Business – none to report

XI. New Business –

- a. Approval for unbudgeted expenditure for carpet cleaning – Moved by Sara Siegler and seconded by Ann Goldman. Motion carried.
- b. Approval to add **PT Library Assistant II** job title and open the previously approved PT Librarian position as PT Library Assistant II position – Moved by Sara Siegler and seconded by Steve Hecht. Motion carried.

XII. Public Portion – Helen is very happy. Sue Viscomi commended Sira Williams for her support and participation with the Red Bank Public School events – coming to Movie Night at the RBMS and the Back to School nights to interact with the children and their families.

XIII. Adjournment at 6:55 pm. Moved by Sara Siegler and seconded by Sue Viscomi, motion carried.

Respectfully submitted,

Ann Ciabattoni

Next Board meeting is October 18, 2018.