

Board Meeting of the Trustees

Meeting Date: Thursday, August 17, 2017 Meeting Time: 6:30 Location: Meeting Room

1. Call to Order at 6:40 pm.
2. Open Public Meetings Act – read by Jim Whyte
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 3, 2017.
3. Roll Call - In attendance: Stephanie Albanese, Ethel Brandon, Ann Ciabattoni, Ann Goldman, Steve Hecht, Kathy Horgan, Jared Ramage, Grace Sapphire, Sara Siegler, Jim Whyte. Not in attendance: Mayor Menna, JT Pierson. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – The Strategic Plan was reviewed noting goals and tactical actions taken to accomplish them.
 - a. **Local history** – History room opened in May. 80th anniversary and related events have been celebrating our history and area history all year. Genealogy coming up, Ancestry.com, listening post will be part of the new features.
 - b. **Expanding access** - we have added Saturday afternoon hours to the current schedule. RBRHS has indicated that if we added an hour to the weekday hours (open til 6), that may help with homework time for the students. Laptops have been ordered and will arrive soon. Some will be dedicated to teens' use.
 - c. **Alter configuration of main floor** – created a new travel area, created a Spanish section, created a New Jersey-focused area. We are seeing good use of these spaces. We would like to move furniture but calling on DPW for help has been reduced to emergencies only. They are shorthanded and because of that, the maintenance at RBPL has suffered. Others in attendance at DPW meeting indicated that they did not understand that to be the case, so Elizabeth will send the regular maintenance check list to Kathy Horgan who will speak with Cliff Keen, DPW Director and Ed Zipprich to see if the 2 hours they dedicate to the Library each day can be expanded.
 - d. **Using the outdoor space** - Elizabeth suggested expanding the outdoor area just outside the children's area using the same solution that local restaurant/bar, Jamian's has implemented in their outdoor area. A wooden pergola with a mechanized awning that can extend over the top for shade and/or inclement weather which will serve to expand available Children's area for reading, programming, social events.
 - e. **Staffing** - Want to continue quarterly in-service days to provide interesting and effective training for staff. Staff members will take turns setting these days up. RBPL Foundation member, Mike Gordon is creating a 3 part program on how to identify "fake news" so staff can learn and inform the public.
 - f. **Sharing Space** - Presenters who come here must have liability insurance as well as the Foundation and Friends. We don't rent space. We encourage community use of our space. Smartboard has been decided upon for the AV solution for the RBPL.
 - g. **Digital services** – expanding offerings now available for books and audio offerings online and being recognized by patrons who seek out staff to acknowledge and compliment the offerings.
 - h. **Development** – one of the librarians is writing a couple of grants that she feels RBPL is well qualified to receive.

- i. **Technology** – the regular committee for this purpose didn't seem to pan out but we have a dedicated group who can come together when we need them for technology topics/needs.
 - j. **Staffing** – Two positions currently under consideration - part-time history room librarian and a school liaison to assure we are aware of local school curriculum and can be responsive to the children's needs.
5. Approve July Board Meeting Minutes. Moved by and seconded. Motion carried.
6. Treasurer's Report – no report
7. President's Report – no report other than awaiting word about the Smartboard demo
8. Director's Report –
 - a. Dress code policy – Sara thought it should be written in more "policy language-like." Elizabeth took the language from the Borough policy and other libraries' policies.
 - b. Story Walk Status – the demo story walk stanchion has arrived and is waiting to be installed in Riverside Gardens
 - c. Bookmark calendar was inserted in 3,800 annual tax bills
 - d. Strategic Plan update and discussion – handled previously
 - e. Financial materials and circulation stats in packets
 - f. Staff Monthly (July) Status reports in packets
9. Committee Reports:
 - a. Personnel Committee – met about some of the items in the strategic plan. Approved the filling of two existing part time positions.
 - b. Buildings and Grounds – Ann G. and Elizabeth met to try to talk with Cliff at DPW. Wanted to discuss outstanding issues and the maintenance list that has not been acted upon. Kathy took the list from Elizabeth to discuss at Borough Hall with DWP.
 - c. Finance – Met on August 16 and reviewed the budget. Identified that there is money in the budget for the 6-10 hour personnel needs (positions budgeted for in 2017 but never hired). We tabled hiring other staff until we get our budget in October from the Borough so we can expand hours next year.
10. Friends Report – Met Thursday about Pumpkin Fest 2017 on Saturday, October 21 at 2 pm. There will be a pumpkin decorating in the meeting room. Looking for judges for baking contest – Sugar Rush, Cupcake Magician, Soul Kitchen, Lunch Break will be approached. Friends need volunteers for this event as well.
11. Foundation Report - Met on August 14.
 - a. Matt Ryan, Borough IT Director came to offer his opinion about the Smartboard quotes received. He was positive in his evaluation of this solution.
 - b. Fundraising – received \$2,000 from Muller Foundation (researching their connection to us) also have been able to achieve the \$5,000 match for the Borden Foundation grant thanks to individual Foundation members, Muller Fdn and a promised commitment from Seals Eastern (thank you Alan Fisher for making that ask).
 - c. Annual Appeal – Michael Gordon and Anne Torre Beebe have been working on an approach for this year's letter. Also looking at the results and costs from previous years, they are recommending we only send to previous RBPL donors and those individuals that are known to Board members and who are likely to give based on a personal pitch. Much lower cost to mail to this group with a much higher likelihood of giving.

- d. Library Wish List – Elizabeth and staff have been working on this. The concept mentioned earlier about expanding the Children’s area with an outdoor pergola/awning solution is the top wish at this time.
- e. Little Green Light – donor database has been loaded with all previous giving activity and is being primed for this year’s appeal letter, acknowledgements and reporting.
- f. Tammy Murphy a local philanthropist, dropped off several boxes of extraordinary art books. While our policy is to accept only one box of “donated” books at a time, Elizabeth determined the unique quality of these volumes made them a valuable addition to the RBPL collection.

12. New Business

- a. Approve cancellation of September 21 Board Meeting. Moved by Steve, seconded by Sara – motion carried.
 - b. Approve creation of position – permanent part time Librarian – 6 – 10 hours/weekly. Moved by Sara and seconded by Steve – motion carried.
 - c. Approve signing annual maintenance contract for Air Dynamics - \$783.88 (Sept – Aug) Moved by Jared, seconded by Sara – motion carried.
 - d. Approve Library Staff Dress Code with one change. Strike the item under Exceptions that says “Prior approval from Director is required to wear anything that is expressly forbidden in Dress Code Policy.” Moved as amended by Grace, seconded by Ann G. – motion carried.
 - e. Approve the resurrection of the Development Committee. Topic tabled for another time.
13. Public Portion – Helen let us know that she has liability insurance, so when she participates in an event here as one of her characters, she is covered.
14. No Executive Session needed.
15. Please read and become familiar with the details in the New Jersey Library Association notice in your packets. It is regarding the New Jersey Construction Bond that will be on the November ballot.
16. Move to adjourn Board meeting by Steve and seconded by Ethel - motion carried. Meeting adjourned at 7:50 pm.

Respectfully submitted,

Ann Ciabattoni