

## Board Meeting of the Trustees

Meeting Date: Thursday, December 21, 2017 Meeting Time: 6:30 Location: Meeting Room

1. Call to Order at 6:42 pm by VP Ann Goldman.
2. Open Public Meetings Act – read by Ann Goldman.  
**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. Not in attendance: Grace Sapphire, Sara Siegler, Jim Whyte, JT Pierson, Mayor Menna. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – no workshop
5. Approve November Board Meeting Minutes. Moved by Stephanie and seconded by Jared. Motion passed.
6. Treasurer – no report
7. President’s Report – no report
8. Director’s Report –
  - A. Union Contract finalized – two additional holidays added to the year. Elizabeth and Candyce worked to adjust the library schedule for the coming week to accommodate. Stephen asked if there is a union representative on staff at the Library. Someone who would be familiar with the contract, answer questions, provide information to staff for benefits. Board was advised that Shop Stewards are at Borough Hall. Library was directed that all Union questions should go to Stanley. There are two CWA (Communication Workers of America) unions – one supervisory and one non-supervisory. Library needs better communication from union for these employment related issues.
  - B. Management Consultant – Library interview scheduled. As of January 1, there will be no Borough Administrator in place yet so the consultants will keep things running in the interim.
  - C. Technology in the Library - AV Solution for Meeting Room – We have gone full circle with this issue. Back to specifying a solution that will work for the library’s particular needs. In addition we have a possible opportunity – an anonymous donor (who made herself known to Kathy Horgan) who wants to buy all new computers for the library. We were waiting for the 2018 grant MCI grant to do this, but if this private donation comes through it would be a huge bonus in terms of shortened wait time and financial benefit. Matt Ryan is working on pulling together three proposals to identify the equipment needed.
  - D. Financial materials & Circulation Stats in packets
  - E. Staff Monthly (November) Status reports in packets
  - F. Benches at the bulkhead. Library Art class has raised the money necessary to sponsor a bench. The Boro suggested that Elizabeth contact other people who are interested in sponsoring a bench. Elizabeth does not feel it is for the RBPL to arrange donations for all of the benches. This must be talked through with the Boro so that the order for the one bench that is paid for does not languish awaiting further donations.

- G. Mayor Menna asked for a list of all things that are outstanding regarding facilities, programming, technology needs from all Departments and Elizabeth supplied list of library projects. No word on why or when these items might be acted upon.
- H. 2018 budget is being worked on now that the union contract has been approved. Programs seem to bring people into the building so we are looking to balance more programs vs purchasing fewer materials.
- I. There was discussion about how best to select our digital collection platform based on cost and use with LMxAC. The highly popular Hoopla product may be changing its cost structure – more discussion needed.
- J. Friends agreed to support the Art Class at RBPL again for the next year. Cost is \$50/month. Another popular class is Yoga. This class costs about \$2,500/year. Looking at splitting yoga/meditation as an offering. Maybe a bi-lingual yoga class. Perhaps collaborating with Parks & Rec since they do Yoga in the Park in the summer.
- K. Eisner Family members have been in touch with us in the past year. Several members are supporting us. Michael and Jane Eisner were very interested in all the Eisner family material we have on hand. They were not aware of just how much we have in the History Room. Kathy and Elizabeth are putting together a family photo album for Michael and Jane as a gift. Hope to follow this up with another visit, perhaps as a public fundraiser for RBPL.
- L. Barbara Pickell wrote a grant offered by the Monmouth County Historical Commission. It was funded! Amount is \$1,500 but funds must be matched. Will contact Investors Foundation, as they are interested in continuing to work with us.

#### 9. Committee Reports:

- A. Personnel – did not meet
- B. Buildings and Grounds – will meet with Kathy Horgan after January 1.
- C. Finance – Candyce has been working on gathering costs for a variety of capital projects that may qualify for the NJ bond funding that was approved in November. Bathrooms, windows, carpeting, exterior door are just a few.

10. Friends Report – Elizabeth has opted to change the RBPL liaison with the Friends. It will no longer be Linda Hewitt as she has taken on many other responsibilities within the Library. She will be replaced with Barbara Pickell. As it happened, Suellen Sims has also resigned as President of the Friends. With these changes the Friends are taking stock in order to see where they are philosophically as an organization. Two members of the Foundation Board will be attending the Friends meeting in January to join this discussion. Plans must be established for moving the organization forward.

#### 11. Foundation –

- A. 2017 Annual Appeal – Ann reported on progress to date for the appeal. Mail date was just after Thanksgiving. 54 gifts received totaling just over \$5,300. Acknowledgements are going out each week for gifts received.
- B. At the last meeting, Alan Fisher the chair indicated that he strives to stay involved and attend meetings but he could use some help staying on top of Foundation needs. Mike Gordon volunteered to assist Alan.

#### 12. New Business –

- A. Review and approve updated 2018 Holiday calendar. Moved by Stephanie and seconded by Ann Goldman. Motion approved.
- B. Approve Director signing Complete Security contract for the coming year – total due for fire, burglar alarms and monthly report - \$912. Moved by Stephen and seconded by Stephanie. Motion approved.

13. Public Portion –

- A. No member of the public present.
- B. Jared commended the RBPL on the “Fake News” 3-part program that just ended. All three sessions were well attended. The third session on December 6 centered around the role social media and the internet play in how people get their news and featured speakers from RBR High School, Red Bank Middle School and Red Bank Catholic High School. It was an interesting and dynamic discussion that Jared said reflected the high caliber of educators we have in the Red Bank community and he noted that the youngsters wanted to continue the discussion the next morning!

14. Executive session – no need for Executive Session

15. Adjournment– motion by Stephen and seconded by Jared. Meeting adjourned 8:05 pm.

Respectfully submitted,

Ann Ciabattoni