

Board Meeting of the Trustees

Meeting Date: Thursday, February 15, 2018 Meeting Time: 6:30 pm Location: Eisner Meeting Room

- I. Call to Order at 6:34 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: Stephanie Albanese, Kathy Horgan, Ann Ciabattoni, Stephen Hecht, Grace Sapphire, Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Ann Goldman, Mayor Menna, Jared Rumage, JT Pierson. Staff attending: Elizabeth McDermott, Candyce Valor
- IV. Approve January Board Meeting Minutes, Reorg Minutes, and Executive Session Minutes. Board Minutes approval moved by Sara Siegler and seconded by Sue Viscomi. Motion carried. Reorganization Minutes approval moved by Steve Hecht and seconded by Sue Viscomi. Motion carried. Executive Sessions minutes approval tabled – deemed to contain too much detail. Will be revised and reviewed again.
- V. Treasurer’s Report – Director will present 2018 budget.
- VI. Director’s Report
 - a. 2018 Budget – Revenue - amount allocated from the Municipal tax for the Library amount has been going up over the last few years; however, expenses have kept pace so some of the available reserves are being used for the current year’s budget. We are also using \$4,500 of State Aid which includes some funds from previous years. Fines and fees are also calculated as part of the expected income. Please note -this particular revenue stream is being reviewed. Expenses - We are proposing a small increase to our part time employees hourly rate. Also additional hires are being considered for the year. The budgeted amount for these new hires reflects a January 1 start date although they aren’t in place yet, so the actual expense will be less.
 - b. Technical Library Assistant – This is a new position. Looking for enhanced skill set in technical and computer areas to assist with day to day requirements, training and strategic needs. This position has been reviewed by the Personnel committee, included in the 2018 proposed budget and will be voted on under New Business tonight.
 - c. We are being considered to be a polling site to replace Trinity Episcopal Church for elections. Questions were raised about compensation for having the building open for this purpose if it would normally be closed as a municipal holiday. Also a question was raised regarding how having this impact on union staff if Election Day is supposed to be a scheduled holiday. The final decision rests with Monmouth County Board of Elections (confirmed with Pam Borghi).
 - d. Financial Materials and Circulation Stats in packets
 - e. Staff Monthly (January 2018) reports in packets
- VII. President’s Report – President has been attending Committee meetings.

VIII. Committee Reports:

- a. Personnel – Committee approved Technical Library Assistant position. Recommend to Board to approve. Director contract was passed out for review and was collected at meeting's end.
- b. Buildings & Grounds – did not meet. Need to reschedule meeting.
- c. Finance – met and reviewed 2018 Budget. Recommending Board approval.

IX. Friends Report- met last week.

- a. Town-wide yard sale is proposed for this Spring.
- b. The Friends are evaluating whether to dissolve as a charitable organization. Proposed that their function be absorbed into the Foundation with some members of the Friends Board coming to sit on the Foundation Board. This concept and other details must be ironed out before this transition can be completed.

X. Foundation Report

- a. Borden Foundation check arrived this week which has already been matched with private donations. This will be used for the RAD Lab (Reading, Activities & Discovery) for both programming, speaker's fees, supplies and some capital upgrades to the area just outside the Children's area.
- b. Annual appeal total is up to \$14,800 – 109 gifts.

XI. New Business

- a. Approve 2% hourly increase for PT (non union) employees effective 3/1/18. Moved by Sara Siegler and seconded by Stephen Hecht. Motion carried.
- b. Approve 2018 Library Budget. Moved by Stephen Hecht and seconded by Sue Viscomi. Motion carried.
- c. Approve new position Part Time Technical Library Assistant. Moved by Ann Ciabattoni, seconded by Stephen Hecht. Motion carried.
- d. Approve renewal of Universal Class Subscription (software that offers online classes in a variety of subjects) - \$750. Moved by Sara Siegler, seconded by Stephen Hecht. Motion carried.

XII. Public Portion – Hazim Yassin joined the meeting as a recent Red Bank resident to learn more about the Red Bank Public Library.

XIII. Executive Session – meeting closed to public to go into Executive Session to discuss a personnel matter. Moved by Steve Hecht and seconded by Ann Ciabattoni. Motion carried.

XIV. Meeting out of Executive Session and a motion was made to adjourn Board meeting. Moved by Stephen Hecht, seconded by Sara Siegler. Motion carried. Meeting adjourned at 7:32 pm.

Respectfully submitted,

Ann Ciabattoni