

Board Meeting of the Trustees

Meeting Date: Thursday, January 18, 2018 Meeting Time: following Reorganization Meeting at 6:30 pm Location: Meeting Room

- I. Call to Order at 6:45 pm after Reorganization Meeting adjourned.
- 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, Steve Hecht, Jared Ramage, Sara Siegler, Sue Viscomi, Jim Whyte. Not in attendance: Stephanie Albanese, Kathy Horgan, Mayor Menna, JT Pierson, Grace Sapphire. Staff attending: Elizabeth McDermott, Candyce Valor
- IV. Thank you to Ethel Brandon. Jim Whyte expressed his thanks to Ethel Brandon for her service on the RBPL Board of Trustees for the past two years and the Board heartily agreed.
- V. Approve December Board Meeting Minutes. Moved by Steve Hecht and seconded by Ann Goldman. Abstentions due to absence from December meeting – Sue Viscomi, Sara Siegler, Jim Whyte
- VI. Treasurer’s Report – no report
- VII. Director’s Report
 - a. State of the Library – the meeting set for Elizabeth, Ann Goldman, Kathy Horgan could not take place due to scheduling conflicts. It will be rescheduled. There are still many outstanding issues that need to be addressed.
 - b. Status of NJ Construction Bond – no information has been released yet. Estimates have been gotten for bathroom renovations, carpet replacement and also back awning.
 - c. The digital service, Hoopla has been very popular among patrons particularly for audiobooks and ebooks. While there are other services out there, Hoopla has the best and most wide ranging collections of movies, books and ebooks available. The cost of this monthly service has climbed sharply. It is a subscription driven service available through LMXAC that charges for each item “checked out” regardless if it is watched or listened to. LMXAC has put a limit on access to contain costs. This limit will extend through the end of June, 2018 (end of fiscal year) when they come up with a different pricing structure. At this time for a Red Bank patron, the maximum check out is \$5/day – approximately 5 items.
 - d. 2018 programming - The Friends have been major supporters of our programming for several years and have agreed to underwrite the weekly adult Yoga, the monthly art class, children’s programming, summer reading events as well as food and supplies. They are undergoing some changes in leadership and mission but the funds for those programs are secured with the Library’s sincere thanks for their ongoing support.
 - e. We continue to deal with a variety of interesting patrons, some of whom require a call to the Red Bank Police Department. We just want everyone to be safe and feel comfortable in our building. Candyce is looking into training programs through the

Borough JIF and plans to have a two part professional development training day for dealing with difficult people. We had an Ocean County Staff member lead a class several years ago but we've experienced a lot of staff turnover so it may be time to invite her back again.

- f. The Library staff have been discussing the possibility of eliminating late fees. Fines and fees are an important income stream but studies have shown that the costs don't merit the income – or the sometimes lengthy discussions and “bad will” resulting from overdue materials. Some incremental steps will be taken to further investigate the merits of eliminating this program. Other ideas - extend renewal period to give patrons more time to renew, automatic renewals with a digital notice to patron that they have another borrowing period (except if the material has a hold on it).
- g. An anonymous donor is interested in replacing all public computers in the library. Donor wants to be involved in the selection of equipment to ensure top quality and latest technology. Ongoing discussion continues. Sara mentioned the Ocean County Library tech kiosk with laptop computers for patrons to borrow and use within the Brick branch. It has been in place for six months and appears to be a successful program for library and patrons alike.
- h. Financial Materials and Circulation Stats in packets
- i. Staff Monthly (December 2017) reports in packets

VIII. President's Report – no report

IX. Committee Selections by President:

- a. Personnel – Steve Hecht will chair. Members will be Grace Sapphire, Ann Ciabattoni and Jim Whyte.
- b. Buildings & Grounds – Ann Goldman will chair. Members will be Jared Ramage, Stephanie Albanese (she will be asked upon her return) and Jim Whyte.
- c. Finance – Sara Siegler will chair. Members will be Steve Hecht, Sue Viscomi and Jim Whyte.

Friends Report – Met last Thursday. The majority of the Board either resigned or did not step up to become officers. Matt is the only officer at this time. They need the D & O insurance and pay the fine to reinstate their 501c3. There is talk about they would come under the umbrella of the Foundation. No resolution was reached. Beth Hanratty has agreed to be an interim Chair. The museum pass program has not been as well received or used as hoped, so it is now open to all Library patrons. Barbara Pickell is the new staff liaison. Grace Sapphire continues her good work as Board liaison.

X. Foundation Report – status of the Annual Appeal. 100 gifts received to date for a total of \$9,215. Jared offered to tweet out to the donors to encourage more gifts.

XI. New Business – Approve of annual contract renewals for existing vendors.
moved and seconded – three items

- Freegal Bundle from Library Ideas - \$2,545 (dropped Rocket Language)
- Universal Class from Recorded Books - \$750 (same as 2017)
- Shore Business Solutions – Copier/Printer Maintenance
- Approved raising the patron blocked balance from \$5 - \$10.

Jared mentioned that the Red Bank Borough Schools website has been updated. It lists all of its community partners of which the RBPL is one. Our logo is listed there with a live link that goes right to our website.

XII. Public Portion – no comment

- XIII. Executive Session to discuss personnel issue. Motion to go into Executive Session – moved by Sara Siegler and seconded by Steve Hecht.
- XIV. Return from Executive Session
- XV. No further discussions so voted to Adjourn Board of Trustees Meeting at 7:45pm - moved by Sara , seconded by Jared. Meeting adjourned.

Respectfully submitted,

Ann Ciabattoni