

Board Meeting of the Trustees

Meeting Date: Thursday, November 16, 2017 Meeting Time: 6:30 Location: Meeting Room

1. Call to Order at 6:34 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: Ann Ciabattoni, Ann Goldman, Steve Hecht, Grace Sapphire, Sara Siegler, Jim Whyte. Jared Ramage arrived at 6:41 pm. Not in attendance: Stephanie Albanese, Ethel Brandon, Kathy Horgan, JT Pierson, Mayor Menna. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – no workshop
5. Approve October Board Meeting Minutes. Moved by Ann Goldman and seconded by Ann Ciabattoni. Motion passed. Abstain – Steve Hecht, Sara Siegler
6. Treasurer – no report
7. President’s Report – no report
8. Director’s Report

We have some paintings that we need to divest ourselves of because of lack of space. We will research and find a home for them.

- Eisner visits the Library – Larry Eisner visited and was very impressed with the History Room. Then Michael and Jane Eisner visited when Monmouth Museum presented a program about Red Bank history. They then joined Elizabeth for a tour of the library and saw the Children’s room and the History Room. They were impressed with the facility and its riverside setting and its programs. Gerry Eisner will be visiting with Elizabeth on November 17.
 - Management Consultant is evaluating Borough procedures. This is in anticipation of a new Borough Administrator coming in upon Stanley Sickels retirement. Interview scheduled 11/17 with Elizabeth.
 - There is some progress on the “state of the Library”. JT Pierson put Candyce in touch with the school’s IT vendor to help RBPL with an AV solution.
 - Elizabeth had a follow up discussion with Kathy Horgan about the aspects of the library operation that must be strengthened and require Borough cooperation. Kathy is currently focused on the Borough Administrator search but took information to follow up.
 - Financial materials and Circ Stats – in packets
 - Staff Monthly (October) Status reports – in packets
9. Committee Reports:
 - Personnel – no meeting
 - Buildings and Grounds – no meeting
 - Finance – met on November 16 and there will be a temporary budget to approve tonight to keep operating for the first quarter of 2018 and a draft 2018 budget at the January, 2018 meeting.

10. Friends Report – In an effort to keep all of the associated volunteer affiliates of the Red Bank Public Library (The Board of Trustees, The Foundation and the Friends) in synch regarding policies and procedures the following items were brought up at the last Friends meeting.

- The Library Director suggested they have a planning meeting in January and set all events for the 2018 calendar year by March, 2018 in order to better coordinate with Library calendar, organize and promote their events.
- It was requested that the “What’s in Your Attic” event not be held in the Library as it overwhelms the whole building and staff for the day and prevents regular library business from being conducted.
- The Friends treasurer has indicated she does not prepare tax returns but this statutory requirement must be addressed. Friends hope to have this issue resolved in January, 2018.
- The museum pass program has not had great response. They may scale it back in 2018.
- The Friends organization, just like the Foundation, must have separate insurance to cover their meetings and events as the Borough liability insurance does not extend to volunteer group activities.
- Follow up required in all of these areas.

11. Foundation – 2017 Appeal - Anne Torre Beebe and Mike Gordon have done tremendous work to organize this year’s effort. It was determined to do a targeted mailing to previous library donors rather than a mass mailing to every household as was done in years past. The cost for printing and mailing diminished the funds raised considerably. Little Green Light (LGL -the fundraising database) has been reviewed and updated to produce a clean, accurate list for mailing. About 40% of the letters will include a personal note from a Board member encouraging a year end gift. Acknowledgement letters will also be produced out of LGL for timely thank yous.

12. New Business –

- Review and approve 2018 holiday calendar. Motion to approve by Ann Goldman, Sara Siegler seconded. Motion carried.
- Review and approve 2018 Board Meeting calendar. Motion to approve Sara Siegler and Grace Saphire seconded. Motion carried.
- Approve – operating funds up to \$40,000 for first quarter of 2018 until budget is finalized. Moved by Sara Siegler, seconded by Jared Ramage. Motion carried.

13. Public Portion – no comment

14. Executive session – no need for Executive Session

15. Adjournment– motion by Steve Hecht and seconded by Jared Ramage. Motion carried. Meeting ended at 7:15 pm.

Respectfully submitted,

Ann Ciabattoni