

Board Meeting of the Trustees

Meeting Date: Thursday, October 19, 2017 Meeting Time: 6:30 Location: Meeting Room

1. Call to Order at 6:31 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, Ann Ciabattoni, Ann Goldman, JT Pierson, Grace Saphire, Jim Whyte. Ethel Brandon joined at 6:38 pm. Not in attendance: Steve Hecht, Kathy Horgan, Jared Ramage, Sara Siegler, Mayor Menna. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – no workshop
5. Approve August Board Meeting Minutes. There was no September, 2017 meeting. Moved by Stephanie Albanese and seconded by Ann Ciabattoni. Motion passed.
6. Treasurer – no report
7. President’s Report – Jim attended a breakfast workshop with Steve and Elizabeth at Parsippany Library. Congressman Frank Pallone spoke about Net Neutrality. Elizabeth and the RBPL Board thanks Jim and Steve for attending. Storywalk was mentioned in the event program as a highlight of Red Bank Public Library’s efforts.
8. Director’s Report
 - a. State Aid – Request for exception to increase our aid; however, we are not open enough hours – minimum is 3 nights and 45 hours. Our appeal arguments were not enough to sway them. \$2,800 was received once again for programming in the coming year.
 - b. LMxAC news: Sirsi Dynix software annual contract up for renewal and LMxAC budget changes approved for 2018.
 - c. LMxAC now using digital collections, eLibraryNJ, Zinio (magazines) and Hoopla (movies, magazine, music) checkouts as the means to charge for library subscription.
 - d. Candyce is finishing up her Grand Jury duty at the end of the month.
 - e. There have been several police visits over the past few months. Transgressions include people in sleeping bags on back lawn, a patron passed out in the bathroom and then there was an intruder on the main floor on Tuesday night (October 24). Video cameras saw that he came in the eastern side door. Police are investigating how he entered as door is always locked. More cameras may be necessary. We currently have 16 cameras which were funded through the proceeds from the Mayor’s Ball in 2015 but there are still blind spots within and around the exterior of the facility. Considering adding some “no trespassing” signage to warn people off the property when library is closed. We know some people linger in the parking lot and in the backyard in order to use the Library’s Wifi. Consider motion sensitive lighting as added protection to property at night.
 - f. There are some employment positions open - Barbara Pickell has moved into Matthew Montalbano’s position so her former position in the History Room is open and there are other part time positions open as well. Posting will go up soon.

9. Relationship between Library and Borough – as per the Director’s general observations memo in Board packages, there was discussion about maintenance of the facility, technology needs, and communication. There is more work to be done to strengthen this affiliation.
10. Hiring staff – It has become evident that all new staff must have technical proficiency in software and internet ability as part of their skill set.
11. Insurance – Friends, Foundation, Paid Presenters not covered by the Borough insurance. Events/meetings must be library sponsored to be covered. T. Thomas Fortune want to have a “read in” of his literary efforts prior to their big opening in the summer – they will need insurance for this gathering.
12. Combining the Circulation and Reference Desks is under consideration – creating a single point of service desk. This could help with staffing and monitoring the floor as long as sightlines remain intact, but more deliberation needed. Jim Whyte suggested this initiative could wait until 2018.
13. Committee Reports – no committees met since last Board of Trustees meeting
14. Friends – Pumpkin-themed event coming up this Saturday, October 27.
15. Foundation – demo of proposed Smartboard. It was poorly demonstrated, so there are concerns about ease of use and fit for the Library use.
16. New Business –
 - a. Library Assistant – new posting – tabled for Finance Committee discussion as it is a new position.
 - b. Approval to enter into annual maintenance contract for LMxAC. Moved by Ann Ciabattoni, second by Ann Goldman. Motion carried.
17. Public Portion – no comments from the public
18. No executive session
19. Adjournment – motion by Stephanie Albanese and second by Ethel Branden. Motion carried. Meeting ended at 7:45 pm.

Respectfully submitted,

Ann Ciabattoni