

Board Meeting of the Trustees

Meeting Date: Thursday, April 20, 2017 Meeting Time: 6:30 Location: Meeting Room

1. Call to Order at 6:35 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: Ethel Brandon arrived at 6:40 pm, Ann Ciabattoni, Sara Hansen, Steve Hecht, Kathy Horgan, JT Pierson, Grace Sapphire, Jim Whyte. Not in attendance: Ann Goldman, Mayor Menna, Jared Rumage. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – Mary Ellen Mess discussed her duties as a part time librarian. Facilitating the book club (increased from 8 members to 13 people meeting monthly), help select the reading selections for the club and prepare list of books for them to approve. Also works on growing the Spanish language collection based on the RBPL’s demographics (young adults with young children). Circulation has grown by 200% in the first year. The Spanish collection has been moved closer to the stairs so it is convenient to those adults bringing their children downstairs. Mary Ellen also weeds the collection – tries creating a more visible location for our older materials. She has created a lot of the signage on the main floor with an accent of serendipity. Also does some Facebook posts either based on a theme or new items in the collection. Mary Ellen stated, “This is a place that truly serves every demographic in town.” She is very proud of that fact and feels the library as an organization and institution provides tremendous value to the Borough.
5. Approve March Board Meeting Minutes. Moved by Steve and seconded by Ethel. Motion carried.
6. Treasurer’s Report – no meeting or report but everything looks good to Sara
7. President’s Report – no report but everything looks good to Jim, too.
8. Director’s Report
 - a. National Library Week – thank you to the Board for contributing to the breakfast for the staff. Raffles and giveaways made the week fun. We also forgave fines last week which further enhanced the spirit of the week.
 - b. Status of 80th anniversary – Sira has put the “Eisner House” dollhouse back together and reinstalled it in Children’s room back by popular demand. For our anniversary, the RBPL also has history displays in the County Clerk’s office and at Borough Hall.
 - c. May 20th – volunteers needed! 300 invitations have been sent for the birthday celebration. 2 Red Bank walking tours have been organized for 10 am and 2 pm. The birthday party will be at 11 am in the Children’s room. At noon the History Room will be officially reopened. Hopefully some dignitaries will be in attendance as well as good showing from our public. Light refreshments will be served in the Eisner Room. Elizabeth will be sending around duties and times for volunteer sign ups.
 - d. Annual Audit – The Borough Auditor has agreed to do the library’s audit for the same fee as years’ past. Previous years’ auditors wanted to double the fee, so this is a tremendous cost savings for us. We thank Kathy Horgan for her help making this connection.
 - e. Jobs posted – Interviews in progress. There are currently 3 job openings – one to fill an existing position and two new positions.

- f. IT Update – New Borough IT person met with Candyce yesterday, (April 19) and got an idea of the “to do” list for the library’s technical needs.
- g. Many fun programs happening– bagpipes, Maker Day, author Matthew Quirk. Thank you Jim Whyte for the bagpipe demonstration in March. Maker Day was a successful program with enthusiastic attendance and requests from attendees for another! Author, Matthew Quirk was excellent and very pleased with the turnout at RBPL and complimentary about the quality of the Q & A participation. We thank Linda Hewitt for organizing this event. Our thanks to Beth Hanratty in getting thank you letters out, invitations for the 80th anniversary sent and a host of other tasks completed as Community Engagement Coordinator.
- h. Building and Grounds – The Library building still has some issues. The DPW individual who helps with masonry and painting was injured in a recent fire in town. We wish him a speedy recovery. This has put some jobs on hold here. Still trying to determine the source of water in the basement. Parking lot was closed today for test borings for the building next door for a leaking fuel tank. Lot was reopened without incident.
- i. Financial materials & Circulation Stats in packets
- j. Staff Monthly (March) Status Reports in packets

9. Committee Reports:

- a) Personnel Committee – Met online to discuss filling the existing job opening at the library. There are two more new positions but the committee will need to meet in person to discuss those.
- b) Buildings and Grounds -nothing further than items from the Director’s Report
- c) Finance – no meeting, no report

10. Friends Report -

Friends of the Library met in March. Grace Sapphire attended as Board Liaison. Museum pass program will begin on May 20. Will start with Monmouth Museum, next museum to add is Grounds for Sculpture and then Newark Museum.

Grace also relayed that Linda asked that Board members please talk up events among friends and acquaintances and make an effort to attend personally if your schedule permits. Events like the author talks, Let’s Talk about Race discussions, and Maker Day are great community events and show that the RB Public Library is so much more than just books.

11. Foundation Report - Foundation met on April 10 and Ann Ciabattone was in attendance. Topics of discussion included the annual appeal – wrapping it up with a press release that would describe the goal, what was collected and how the funds will be used. Discussed the LCD projector and screen we have been seeking for the meeting room. A second bid was received from Hi Def and it was very close in cost to the first from Monmouth Stereo. Discussion then centered on how we currently use the AV in the room and how we hope to expand its use. Candyce walked the Hi Def representative through the library describing our programs and allowing him to ask questions to best tailor the equipment to our current and projected needs. Fundraising was also discussed – potential events to raise friends and funds and grants. There are several grants outstanding from Heather with local banks and foundations. There is a grant in hand for the Children’s area that Elizabeth has suggested be used for the Story Walk in Riverside Gardens so that it can be a four season display of framed laminated pages that comprise a story for children to read when they are at the park.
12. New Business – Approve Notary Policy update. Now in addition to Candyce as our Notary Public on staff we now have a Spanish-speaking Notary on staff - Maria Ramirez. Congratulations! We can’t guarantee that we will always have a bi-lingual notary available but on the days Maria is here, she can help.

13. Public Portion – Beth Hanratty is putting together an ad journal for the 80th anniversary event on May 20 which will contain the agenda and activities for the day. Sponsors dollars will cover the printing costs and also promote their businesses. Ads start at \$100 each.
14. Executive Session – Moved to go into Executive Session – moved by Sara, seconded by Ethel.
15. Return from Executive Session at 7:27pm - moved by Stephen, seconded by Sara.
16. Motion to hire Barbara Pickell as a part-time permanent librarian (20 hours per week). Moved by Stephen, seconded by Sara. Motion carried.
17. Adjournment – Moved by Sara, seconded by Jim. Meeting adjourned at 7:35 pm.

Respectfully submitted,

Ann Ciabattoni