

## Board Meeting of the Trustees

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

- I. Call to Order at 6:33 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 3, 2017.**
- III. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Sara Hansen, Jim Whyte, Grace Sapphire, Steve Hecht, Kathy Horgan. Ethel Brandon arrived 6:37 pm, Jared Rumage arrived at 6:44 pm, Not in attendance: Mayor Menna, JT Pierson. Staff attending: Elizabeth McDermott, Candyce Valor
- IV. Workshop – no items to discuss
- V. Approve January Reorganization Meeting Minutes. Approve January Board Meeting Minutes with one correction to item IV regarding composition of stairs from parking lot to front door. Revised Minutes have been issued for the record. Moved by Sara Hansen and seconded by Ann Goldman. Abstentions due to absence from January meeting – Ethel Brandon.
- VI. Treasurer’s Report – no report
- VII. President’s Report – no report
- VIII. Director’s Report
  - a. Budget – Security system will be updated this month. Update will track date/time of entry. It also has ability to categorize who has entered using a classification system that allows for 8 different groups. See new business – Item XII.
  - b. Annual Volunteer lunch will be held on Thursday, June 22.
  - c. Status of 80<sup>th</sup> Anniversary – calendar of events is in production for this special year long celebration. Vintage Valentine party on February 4 was big success – many families in attendance. Bagpipe event will take place in March – check website for date. Makers Day on March 25 being organized by Candyce, Sira and April. There will be hands-on activities throughout the building. Please consider volunteering for this event as we anticipate it will be well attended. This is also the first Saturday (and each Saturday thereafter) where RBPL will be offering expanded hours from 10:00 am – 5:00 pm. May 20 is the reopening of the History Room and invitations are going out at the end of this month for this critical addition to the RBPL program offerings.
  - d. Update on Building and Grounds communication with Borough – Committee met and determined a list of all the open items that need to be addressed in the library building and submitted the list to the Borough. There was immediate positive response from Borough engineer and electrician. Moving forward by assigning priorities to the list. Ongoing issues with the HVAC will also be investigated and addressed. New timecard system is in place and will be active next week. Goal is to eliminate paper timecards and streamline process for tracking employees’ time.
  - e. New windows – Windows are great, but the existing doors are not well sealed. There was discussion about curtain or windbreak to keep drafts out, but doors must be kept free from encumbrance for egress purposes. Will work with Borough on possible solutions.

- f. Looking to get more computers for the library through a MCI grant. Also more laptops for a March 18 class that will define and explain the internal workings of a computer. Public computers should also be updated as they are 5 years old.
- IX. Committee Reports
- a. Personnel – there was no meeting. A meeting will be needed soon to address changes that are pending.
  - b. B&G – see Item VIII Point d. above
  - c. Finance - there was no meeting.
- X. Friends Report – no report.
- XI. Foundation Report – Foundation met on Monday, February 13. Ann Ciabattone attended on behalf of Board of Trustees.
- a. There was discussion about the 2016 year end appeal- good result in donations but want to look into the expense of producing and mailing this appeal. Foundation would also like to start the effort earlier in 2017 (letter creation, list assembly, process for database entry and acknowledgements). Discussion begun about appropriate goal/project for these funds.
  - b. Various grant applications and targets were reviewed.
  - c. Foundation approved the funding of a two year subscription to Ancestry.com for patrons to use within the library building. Foundation agreed to fund in order to get the service started to coordinate with the 80<sup>th</sup> anniversary year of the RBPL. Intent was to have a grant fund this service and that goal will remain in place.
- XII. New Business -
- a. Security alarm system upgrade (\$16/month) as noted in Item VIII, Point a – above. This is a yearly contract. Moved by Sara, seconded by Steve. Motion approved.
  - b. Friends – Annual Volunteer Luncheon on June 22 – approve the luncheon date and use of Eisner room as well as front porch to serve and host volunteers. Moved by Jared, seconded by Sara. Motion approved.
- XIII. Public Portion - Beth Hanratty asked all Board of Trustee members to make a contribution to the 2016 annual appeal as it winds down. 100% Board participation is very important particularly as a metric for efficacy of the RBPL leadership in grant requests.
- XIV. Executive Session – Group went into Exec Session at 6:57 pm. Return from Exec Session at 7:29 pm.
- XV. Motion to approve to expand a current library staff part time position of 20 hours/week to 27 hours/week. Moved by Steve, seconded by Sara. Motion carried.
- XVI. Adjournment – moved to adjourn at 7:30 pm by Ann Goldman, seconded by Ethel.

Respectfully submitted,

Ann Ciabattone