

## Board Meeting of the Trustees

Meeting Date: Thursday, January 19, 2017 Meeting Time: following Reorganization Meeting at 6:30  
Location: Meeting Room

- I. Call to Order at 6:46 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 3, 2017.**
- III. Roll Call - In attendance: Ann Ciabattoni, Ann Goldman, Sara Hansen, Jared Ramage, Jim Whyte, Grace Sapphire, Steve Hecht, Kathy Horgan. Not in attendance: Ethel Brandon, Mayor Menna, JT Pierson. Staff attending: Elizabeth McDermott, Candyce Valor
- IV. Workshop – Steve Hecht indicated that the stairs leading from the parking lot to the front door are in disrepair. Also the area needs more light for safe use after dark. Request that Building and Grounds(B&G) Committee address this item.
- V. Approve December Board Meeting Minutes. Moved by Sara Hansen and seconded by Ann Goldman. Abstentions due to absence from December meeting – Grace Sapphire, Steve Hecht, Kathy Horgan.
- VI. Treasurer’s Report – no report
- VII. Director’s Report
  - a. 2017 Budget must be reapproved due to some late changes by the Borough affecting salary budget.
  - b. Window replacement project is nearly done. Expect to finish on 1/20/17. The job went smoothly. Contractor and his crew were excellent, very professional. Project was done using funds from the Library Improvement Fund. There is money remaining in that fund for other building improvements like lighting outside, lights in the stairwell, painting of trim on the windows. Department of Public Works(DPW) knows this but is short staffed at this time. B&G will meet to discuss and memorialize open issues and prioritize these issues with Cliff Keen with cc to Ed Zipprich (RB Councilman and DPW liaison). Custodial service which is supposed to be provided to the Library by DPW is also in need of re-evaluation and improvement i.e. vacuuming Children’s area daily (currently not happening, but should be). These types of tasks will also be included in the memo.
  - c. David Bender, a muralist in town has indicated that he would be willing to paint the exterior wall on the west side of the building and on the walls next to the Children’s area. He has mentioned he is looking to get materials donated. Subject matter for painting suggested from youth literature. More discussion to take place.
  - d. The January 10 Meet and Greet with Borough staff and officials was well received and Elizabeth has gotten nice thank yous from a variety of attendees. We wish to thank the RBPL Foundation for sponsoring this event.
  - e. Linda Hewitt is working on a Senior Day at the library with displays, events and projects geared to senior population.

- f. 80<sup>th</sup> Anniversary – please note these dates in your calendar and coordinate with Library Staff if you can volunteer that day. They will provide the times of the event. Watch the website, social media and bulletin boards at the Library for details.

Historic vintage Valentines Party on **Saturday, February 4** at 11:00 am in Children's Area.

**Saturday, March 25** is NJ Makers Day – event will be from 10 am – 2 pm. Ideas include using the button maker, knitters' nook and other hands-on events.

**April 9 -15** is National Library Week. Ideas still being generated for this week long celebration. The 80<sup>th</sup> anniversary items will be available for prizes. Displays will be created for RB Borough Hall and County Clerk's office in Freehold.

**Saturday, May 20** – 80<sup>th</sup> anniversary party. History Room will open this month.

June is Dairy Month- our anniversary event is planned for **Saturday, June 3** which may include ice cream making demo.

July – Dorn's Romance and Red Bank film will be shown. Tie into the history and the story of the T. Thomas Fortune House with Gilda Rogers. No specific date selected yet.

Events will continue each month until the end of the year. Details to follow.

Volunteers are needed for the committee and for the events. Please let Elizabeth know if you are available.

VIII. President's Report – no report

IX. Committee Selections by President:

- a. Personnel – Jim suggested Ethel join this committee. Grace agreed to join this committee. Members will include – Steven as Chair, Grace and Ethel.
- b. B&G – Grace will join B&G to replace Beth. Members will include Ann Goldman as Chair, Jared, and Grace.
- c. Finance – same members agreed to stay - Sara as Chair, Steven, and Ann Ciabattoni.
- d. Development was an ad hoc committee added last year as fundraising efforts needed attention. There was discussion about not continuing this committee but instead have BOT members attend Friends and Foundation meetings and report back to the BOT about their discussions, events, and projects. Grace volunteered to liaise with Friends and Ann C. volunteered to liaise with the Foundation. This was agreed by the trustees.
- e. RBPL Board needs another Trustee with the resignation of Beth Hanratty (☹). If anyone knows of a person who might be interested, please advise Elizabeth. It would be great to expand the diversity of our group.

- X. Friends Report – Friends met last week. Regarding the 80<sup>th</sup> anniversary – bookmark contest for the schools has been going strong for 5 years with underwriting by the RB Women's Club for the printing. The final presentation ceremony includes winning designers, parents, friends etc. This will be in May with a theme – I Spy My Favorite Things in Red Bank. Townwide Yard Sale will become an alternate year event (proceeding on even years), so we will be on hiatus for 2017- a press release, redbankgreen.com and social media will be notified. Volunteer Luncheon will be in June and Beth will announce date when it is determined. It a very nice event to say thank you to all those who give their time to this community resource. (Focusing on the Friends and outreach in the community with information about the library does and welcoming them in as volunteers and/or supporters).

- XI. Foundation Report – no meeting in January. Annual appeal – Donor database has been created, data entered and results are promising.

- XII. New Business – Approve of contract renewals for existing vendors. Sara Hansen moved and Jared Ramage seconded – four items

- Freegal Bundle from Library Ideas - \$2,545 (dropped Rocket Language)
  - Universal Class from Recorded Books - \$750 (same as 2016)
  - CSS – Fire and Burglar Alarm - \$720
  - Shore Business Solutions – Copier/Printer Maintenance – Library signs contract, Foundation pays maintenance \$885. Thank you Foundation!
- a. Approve resolution to transfer excess 2015 funds to existing Reserve account (C-01-55-000-011) – Sara Hansen moved, Steve Hecht seconded.
  - b. Senior Fine Forgiveness as part of Senior Day event – Sara Hansen moved, Jared Rumage seconded
  - c. Acceptance of Beth Hanratty’s resignation from the BOT - Ann Ciabattoni moved with great regret, Jim Whyte seconded. The Board wishes to thank Beth for her dedication and hard work while on the Board on behalf of the Red Bank Public Library. We would not be as successful nor on such a promising forward path without her efforts including, but not limited to, our strategic plan, our development efforts and the collaborative spirit among the BOT, the Friends and the Foundation. We look forward to continuing to work with Beth in her role with the Friends of the RBPL.
- XIII. Public Portion – An idea was put forth that the three RBPL groups (Trustees, Foundation and Friends) share their monthly Meeting Minutes with each other to keep each group abreast of the others’ operations. These notes will be shared after each group’s minutes are approved and will be forwarded among the Secretaries of each entity.
- XIV. Motion to go into Executive Session at 7:30 pm moved by Sara Hansen, seconded by Jared Rumage.
- XV. Return from Executive Session. Adjournment – 7:40 pm - moved by Jared Rumage, seconded by Steve Hecht. Meeting adjourned.

Respectfully submitted,

Ann Ciabattoni