

## Board Meeting of the Trustees

Meeting Date: Thursday, July 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, Ann Ciabattoni, Steve Hecht, Kathy Horgan, Jared Ramage, Grace Sapphire, Jim Whyte. Not in attendance: Ann Goldman, Sara Hansen, Mayor Menna, JT Pierson. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – Oath of Office administered for new board member, Stephanie Albanese
5. Approve June Board Meeting Minutes. Moved by Steve Hecht and seconded Ethel Brandon. Motion carried.
6. Treasurer’s Report – no report
7. President’s Report – Jim has been working with members of the Foundation Board on securing a new A/V system for the RBPL. More on that in Foundation Report.
8. Director’s Report –
  - a. Omeka software for the History room – we have items in the collection that cannot be cataloged (like a DVD or book can), for example the postcard collection. Matthew has used this before. Looking at a way for this software to work for us. The cost is based on the amount of the space needed. To be determined - do we want to host all of the images on our server? Needs input from Borough IT person. This may also play into the growing interest in the history of Red Bank and a possible fundraising goal. The estimated cost is \$1,000/year – Elizabeth would like to continue to look into the best way to use this.
  - b. The art class that has met here every month for many years wanted to purchase a bench to be installed down at the river’s edge to honor one of their own, the late Terry McCue. They want to create a fundraiser (an art sale/auction) to help pay for the bench. The library would host the art work/show while the Art Class handled the coordination for a catalogue, loading art work into online auction site and answering questions from potential bidders. Steve asked if the Library might need a license to do this – Elizabeth will ask Beth Hanratty and/or Sara Hansen if license is needed.
  - c. Storywalk Status – Elizabeth met with Cliff Keen of DPW about our Storywalk idea and he was most enthusiastic as was the Parks and Rec Committee. Cliff has proposed that the left side of the Riverside Gardens (shaded) be used and named the Library Storywalk. The site of the old gazebo would be the nexus of the walk. DPW and the Borough have asked for a sample of one of the display cases be installed to have them examine how it fits in with the plantings and architecture of the park. As this will be a year-round display, the cases should be lit so story pages can be read during the early darkness of winter days.
  - d. Proposed signage for driveway (PLEASE Do Not Block Library Driveway) – to allow for left turns into the driveway for cars heading east on West Front Street. This will give motorists a heads up that people may be turning left, as well as a warning not to block the drive. It is a busy spot and often gridlocked – other ideas include reflectors at the entrance. Kathy will contact the County about maybe painting symbols on the road.

- e. There was an article in the Two River Times written by Michael Gordon about Linda Hewitt. It was a great story about the programs Linda has brought to the library and excellent promotion for the RBPL.
- f. Strategic Plan – Beth Hanratty, has accepted a full time job elsewhere, but as one of her final acts as the RBPL Community Engagement Coordinator, she went through our Strategic Plan and noted our progress on our tasks/goals at the one year anniversary. **A copy was handed out to the Board to review over the coming month for assessment and further discussion at our next meetings. She also added some recommendations. Please be sure to review your copy and be prepared to discuss it.**
- g. Financials and Staff Reports are in the packets. Elizabeth asked if the Board finds these reports helpful and the Board agreed it is very good to have the detail about programs and events going on at the Library from the staff implementing them. Elizabeth pointed out the statistics are a fascinating window on the circulation of the collections and use of the building. The Children’s Room is the main draw and drives our circulation stats and our fundraising success such as the Mary Owen Borden Foundation. The History Room could also inspire this kind enthusiasm because of its unique offering. The Investors Foundation grant is paying to digitize the Echo/Express Mail newspaper (an African American publication from early 20<sup>th</sup> century) that we have on microfilm in the History Room. Digital copies of the local high school yearbooks are also very popular. A patron asked if we have Red Bank Catholic yearbooks, but we do not. Ethel brought up the fact that Classmate.com offers Red Bank Catholic yearbooks for all years but they come at a hefty cost for a digital version.
- h. Also in the History Room, there are two oral interview programs going on. Our Rutgers intern, Brandon Volino is working with a group of local residents to help identify subjects in older photos as well as share memories of growing up in the area. Project Write Now is also interviewing local people (3<sup>rd</sup> year in a row) for an oral history. Monmouth University professor Walter Greason may also be interested in creating an oral history particularly in the African-American community.

9. Committee Reports:

- a. Personnel Committee – met online to review applications for employment.
- b. Buildings and Grounds – no meeting
- c. Finance – no meeting

10. Friends Report –

- a. Museum passes now available to check out.
- b. Elizabeth put out an inquiry to others in LMxAC about the Friends wanting to donate to other non profit organizations other than the Library. Elizabeth has mentioned to the Friends to verify that this does not violate their by-laws or federal tax law governing non-profit organizations. Beth is looking into this.

11. Foundation Report -

- a. We are close to finalizing decision on AV system for meeting room. We (Mike Gordon, Jim Whyte, Anne Torre, Ann Ciabattoni and Candyce Valor) met on July 10 with Joe Valentini of Keyboard Consultants, Inc. He is suggesting a SmartBoard which will provide the RBPL with a solution for showing films, streaming from the internet and allowing speakers to display Powerpoint presentations. This board has more enhanced applications but we liked the simplicity of a single unit that do all of the above and then some, provided there is adequate and thorough training for the staff.
- b. The Borden Foundation of Rumson came for a site visit as we had requested a grant in the amount of \$3,000. They did us one better and offered us a \$5,000 grant if we could get

matching funds. The Foundation is working on getting that match together and has already gotten several donations in hand. The funds will be used in the area of the Children's Room.

12. New Business – none
13. Public Portion – Helen enjoys and appreciates having the Rosetta Stone program. She is studying French now.
14. Vote to go into Executive Session at 7:40 pm. Moved by Steve Hecht and seconded by Stephanie Albanese. Motion carried.
15. Return from Executive Session - Motion to accept the recommendation of the Personnel Committee, Director and staff interviewers to hire two permanent part time employees - Library page Ana Brendel and Library Assistant Gail Dixon. Moved by Jim Whyte and seconded by Jared Ramage. Motion carried.
16. Move to adjourn Board meeting by Steve Hecht and seconded by Ethel Brandon. Motion carried. Meeting adjourned at 7:50 pm.

Respectfully submitted,

Ann Ciabattoni