

Board Meeting of the Trustees

Meeting Date: Thursday, June 15, 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, Ann Goldman, Steve Hecht (had to leave at 7:30 pm), Kathy Horgan, Grace Sapphire, Jim Whyte. Not in attendance: Sara Hansen, Mayor Menna, JT Pierson, Jared Ramage. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – Sira was here to talk about summertime programs and specifically about Story Walk. A disassembled book that has its pictures and text attached to yard signs throughout the garden that children and their families can “walk and read” before community events like Jazz in the Park, Movies in the Park etc. The creation and installation of the signs is a time consuming and labor intensive process. We would like to create a more permanent installation using the William Gross grant to fund 20 permanent posts with locking acrylic displays to continue this wildly popular program. Board will issue letter to DPW, Parks & Rec declaring our support.
5. Approve May Board Meeting Minutes. Moved by Ann G. and seconded by Ann C. Motion carried.
6. Treasurer’s Report – no report
7. President’s Report – Jim has been working with Alan Fisher and Mike Gordon to choose the appropriate audio visual equipment for the meeting room for presentations and movies.
8. Director’s Report –
 - a. 80th Anniversary – May 20th and beyond. The anniversary celebration was well attended and well received. State Librarian wrote a letter which was read at the History Room opening and is also on the website. Please take a moment to read it as she has been so enthusiastic in her support of RBPL. We also received some proclamations and many congratulations. The 6th annual bookmark contest was also well attended and received by the families of our young artists. In June we had a talk by Kathy Lou Colmorgen and Peggy McCue called “Remember the Milkman”. There are displays of the bottles and advertising from local dairies on the main floor.
 - b. Interviews for Library Assistant and Library Page continues – process is moving and hopefully by the end of July Elizabeth will had something to present to the board.
 - c. Shades for meeting room will be installed June 16. This will help to control lighting in the meeting room for presentations and movies. The AV solution has been a research project to assure we acquire the appropriate equipment at the best price.
 - d. IT Update – The Borough IT Director is still getting his feet wet and he has not been very visible at the Library yet. Candyce and Matthew have stepped up to address computer needs for the library in addition to their regular duties for which we thank them. The new timecard system (Primepoint) while good has needed some tweaking to handle the unique needs of the RBPL schedules (not 9 – 5). Candyce has discovered a means to upload our unusual schedule that will simplify entry. RBPL needs a new server next year and we are working closely with the Borough with the idea that our combined hardware needs will allow us to take advantage of some savings.

- e. LMxAC membership meeting took place on June 9. There was a letter and news clipping about the Rochelle Park Public Library which apparently is not operating as an Association Library or a municipal library and therefore cannot participate in the LMxAC interlibrary lending program. It demonstrates the repercussions when an institution chooses not to adhere to the state requirements for the library's organizational structure.
 - f. There is an ordinance that was approved last night at the Borough Council Meeting that allowed some department heads salaries to be increased. If the Borough is reviewing salary ranges for Department Heads, the Library Director's salary should also be under consideration for review to assure we are keeping pace with the profession's standards.
 - g. Financial materials and Circulation Stats - refer to packets
 - h. Staff Monthly (May) status reports in packets
9. Committee Reports:
- a. Personnel Committee – met and voted to continue a consultant program that is currently in force. That issue will be discussed in Executive Session.
 - b. Buildings and Grounds – no meeting
 - c. Finance – no meeting
10. Friends Report – Linda got a lot of positive feedback from the walking tours on May 20, indicating that a continuation would be welcomed. The Friends would like to do something the weekend of the Halloween Parade with pumpkin themed art work and baked goods.
11. Foundation Report – AV equipment discussion dominated the early part of the meeting. A second meeting with Brookdale technical team will be set up to answer more questions. Michael Gordon and Anne Torre will be heading the annual appeal with a target date for mailing of week after Thanksgiving. Communication coordination for all three Library volunteer groups using Google calendar will be created by Beth so each is aware of what the other is doing. It was suggested that a good path forward for library development needs will be to create a wish list of projects that the library would like to fund based on the strategic plan. Library staff, Friends, Foundation and Board can create a list of short term and long term of programs/projects that can be considered. If you have any ideas of items or programs you would like to see, please email Elizabeth, so we can establish this list and move forward.
12. New Business –
- a. Approve transfer of \$5,000 from Salary Line (100) to Consultant Line (238) Moved by Grace Sapphire, seconded by Ann Goldman. Motion carried.
 - b. Approve making the Story Walk Program a permanent installation at Riverside Gardens. Moved by Ann Goldman, seconded by Grace Sapphire. Motion carried.
13. Public Portion – Helen enjoyed the anniversary party and we thank her for her participation.
14. Move to go into Executive Session at 7:35 pm by Ethel Brandon, seconded by Ann C. Motion carried.
15. Return from Executive Session.
16. Approve Library Employee taking family medical leave of absence. Moved by Jim, seconded by Ethel. Motion carried.
17. Adjournment at 7:45 pm – moved by Ann C. and seconded by Jim Whyte. Motion carried.

Respectfully submitted,

Ann Ciabattoni