

Board Meeting of the Trustees

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

1. Call to Order at 6:30 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, Grace Sapphire, Jim Whyte. Ann Goldman arrived 6:35 pm. Not in attendance: Sara Hansen, Jared Ramage, Kathy Horgan, Mayor Menna, JT Pierson. Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – no items to discuss
5. Approve February Board Meeting Minutes. Moved by Stephen Hecht and seconded by Ann Ciabattoni.
6. Treasurer’s Report – no meeting or report
7. President’s Report – no report
8. Director’s Report
 - The annual state aid report was submitted today, March 16, 2017 (on time).
 - The new RBPL online newsletter was sent out today. A firm schedule for release has not been established yet. Patrons must subscribe to receive it, so that we are not sending unsolicited email. This can be done through the website or at the circulation desk. First issue went to 175 subscribers.
 - 80th anniversary is continuing – next Saturday, March 25 from 11 am – 4 pm Annual Makers Day. Please come if you can. The goal of these events is to show that the library provides far more than just a place for reading and researching.
 - The ALA (American Library Association) has made libraries aware and asked for support in fighting the suggested budget cuts for libraries in the President’s proposed budget released this week.
 - New idea - We are going to start lending specialty cake pans to the public. Special shapes such as cartoon characters for children’s birthdays are being considered.
 - Very excited to announce that Linda Hewitt has asked NY Times bestselling author, Matthew Quirk to come here to speak. He has accepted and his talk will be on April 8.
 - Met with a muralist for design of exterior walls east and west of the children’s room window and meeting room windows at the back of the building. There has been interest in creating a mural for the exterior western wall of the building, but that design will require a more rigorous (formal?) approval process. It is on hold at this time.
 - Ancestry.com will be in place as of April 1. The contract is signed and we are awaiting the link to activate access. The software will only be accessible within the library on library computers. We have a two year license with Ancestry.com.

- New IT director starts March 27 – Matthew Ryan. There is a long list of items to be reviewed with him including an issue with the security camera software and some computer maintenance issues that staff have been experiencing.

9. Committee Reports:

a) Personnel Committee – meeting took place on Monday, March 13, 2017

A personnel policy was reviewed and it will become part of the HR policy of the library. There is an item to be discussed in Executive Session tonight.

b) Buildings and Grounds

B&G meeting took place on March 1, 2017 with town engineer and Cliff Keen regarding outstanding RBPL facilities issues and priorities as part of the ongoing dialogue with DPW. B&G open items – working through the RBPL list that was created and prioritized earlier this year. The snow has delayed further progress momentarily. DPW plans to bring on more staff to handle the backlog of work.

c) Finance – no meeting/no report

10. Friends Report -

Friends of the Library met on March 9. Grace Sapphire attended as Board Liaison.

- Topics of discussion included recruitment – getting more individuals to join as “Friends”. Idea being worked on to create a museum discount card for “friends of the RBPL”. First museum to include – the Monmouth Museum on Brookdale Community College campus. They also hope to have Grounds for Sculpture in future.
- Holiday giving project – It was successful this year and is under consideration to become an annual event.
- They would like to establish a guided Red Bank History walk. They are still working on a “route” in town that will take about an hour to complete. The first outing will be part of the Library’s 80th anniversary celebration on May 20 starting at the library.
- There was discussion about hosting a Summer Concert on the back lawn but it is just in the earliest stages of conceptualization.

11. Foundation Report - there was no meeting in March.

12. New Business -

- Approve revised 2017 budget. Moved by Ann Goldman, seconded by Grace Sapphire. Motion carried.
- Approve Library Employee Parking Policy. Moved by Ann Ciabattoni, seconded by Ann Goldman. Motion carried.
- Approve Closure of Library for an “in service day” – Date TBD but will be a day with evening hours. Library would be closed to the public from 1 pm – 4 pm and open for regular evening hours from 5 pm – 9 pm. Example was given of how this time will be used – to conduct trainings with staff on library databases and how best to instruct the public for effective use. Moved by Ann Ciabattoni, seconded by Ethel Brandon. Motion carried.
- Approve to increase petty cash balance on hand – from \$165 to \$250. Increase in programming when coupled with some maintenance expenses has quickly depleted the account at certain times in short order. A larger balance will reduce the frequency for replenishing the account. Moved by Stephen Hecht, seconded by Grace Sapphire. Motion carried.

13. Public Portion – Board was thanked for the invitation to join in the 80th Anniversary festivities.
14. Executive Session – Moved to go into Executive Session – moved by Stephen Hecht, seconded by Grace Saphire.
15. Return from Executive Session at 7:15 pm
16. A motion was made to hire Beth Hanratty as a consultant in the position of Community Engagement Coordinator for the RBPL. Moved by Ann Ciabattoni, seconded by Grace Saphire. Motion carried.
17. Adjournment – Moved by Ethel Brandon, seconded by Ann Goldman. Meeting adjourned at 7:18 pm.

Respectfully submitted,

Ann Ciabattoni