

Board Meeting of the Trustees

Meeting Date: Thursday, May 18, 2017 Meeting Time: 6:30 Location: Meeting Room

1. Call to Order at 6:34 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, Sara Hansen, Kathy Horgan, JT Pierson arrived 6:36 pm , Grace Sapphire, Jim Whyte. Not in attendance: Steve Hecht, Jared Rumage, Mayor Menna Staff attending: Elizabeth McDermott, Candyce Valor
4. Workshop – Ann attended the NJLTA training for Board Trustees at the Keyport Public Library on May 11. Topic was the role, expectations and duties of a Library Trustee. Grace Sapphire was unable to attend due to transportation issues.
5. Approve April Board Meeting Minutes. Moved by Ethel and seconded by Sara. Motion carried.
6. Treasurer’s Report – no report
7. President’s Report – no report
8. Director’s Report
 - a. Status of 80th anniversary – The great day has arrived! Thank you to Beth who has gotten the food, volunteers, flowers, organized with the aerial map (\$125 – 34” x 40”). Bookmark display has been updated – the 2017 Bookmark Contest winners will be honored on Saturday, May 20. Within the four age groups (K – 12) there were 4 winners. The theme was “I Spy my Favorite Place in Red Bank”. Thanks to the Friends for organizing the 6th annual contest. There are two historic walking tours arranged for Saturday – each is 1 hour long. They start at 10 am and 2 pm. Alan Fisher of Fisher Diamonds has donated a spectacular crystal candlestick as a raffle prize. Thank you Alan.
 - b. New hire Barbara Pickell has been on board for two weeks. She has been focused on the History Room but also training in Children’s and Reference. She has extensive experience and is already adding value to the team.
 - c. Jobs Posted – Library Assistant and Library Page – both part time positions.
 - d. Blinds- Some blinds have been installed and others are on order for windows throughout the Library.
 - e. AV projector and screen is still under discussion. Elizabeth will be meeting with Alan Fisher to finalize the decision.
 - f. We were hit with a computer virus that struck the software that controls our public computers. LMXAC is working on securing their system. It was quite an alarming and disconcerting experience. The new Borough IT director is working with the previous IT director to discuss security and back up for the RBPL system in particular.
 - g. LMXAC annual meeting will be in June. Discussion about Hoopla subscription – going forward we may have to pay for it ourselves. Check it out <https://www.hoopladigital.com/>

- h. We were asked by a visitor to hold/leave her bags on our porch while she left the property. We do not allow packages or bags to be left near or around the Library. The RBPD would be contacted any time we find a bag or object that doesn't belong on our property.
 - i. Rainfall has been heavy and our basement flooding has been worse than ever. DPW has been very helpful in cleaning up. Water comes in behind the elevator and electrical panel during heavy storms.
 - j. We received a grant from Investors Bank in the amount of \$1,500. Grant was written by Heather Keefe.
 - k. We will be taking on an intern from Rutgers University to assist in the Library this summer. Hope to provide a good cross section of experience for the student.
 - l. Financials materials and Circulation Stats in packets
 - m. Staff Monthly (April) Status Reports in packets
9. Committee Reports:
- a. Personnel Committee – no meeting
 - b. Buildings and Grounds – no meeting
 - c. Finance – no meeting
10. Friends Report – Beth spoke about the Friends' Museum Pass program. Program will be showcased on Saturday during the anniversary. The museums currently offered – Monmouth Museum, Newark Museum and Grounds for Sculpture. Admission cards will be held at the front desk. An active Friend of RBPL can check out the card like a library book. Our Friends are also looking at issuing member cards as proof of eligibility. Friends are looking to expand this program to include discounts for retailers and dollars off offers.
11. Foundation Report – Elizabeth, Beth and Sira met with the Borden Foundation (Quinn and Linda McKean) for a site visit to discuss support going forward. The McKeanes were impressed with the breadth of the RBPL programs.
12. New Business – Approve Signing the Annual Fire Alarm Inspection – 3 year contract (CSS remains vendor.) Moved by Sara and seconded by Ann Goldman. Motion carried.
13. Public Portion – Helen loves RBPL! She has decided to study French through Rosetta Stone. It is going really well and she's so pleased with all of the programs we offer.
14. Executive Session – no need for Executive Session.
15. Adjournment – moved by Sara and seconded by Jim. Motion carried.

Respectfully submitted,

Ann Ciabattoni