

Eisner Memorial Library 84 West Front Street Red Bank, NJ 07701

Phone: 732-842-0690 Fax: 732-842-4191 Website: redbanklibrary.org Board Meeting of the Trustees Meeting

Minutes Meeting Date: November 16, 2023 | Time: 6:30pm | Location: West Room

- I. Call to Order: 630pm
- II. Open Public Meetings Act: Let the minutes reflect that, in compliance with the Open Public Meetings Act, notice of this meeting has been provided by notifying via email the Asbury Park Press, the Two River Times and redbankgreen and by filing the same with the Borough Clerk on January 12, 2023.
- III. Roll Call: Ann Goldman, Sue Viscomi, Cheryl Cuddihy, Jim Whyte Marjorie Cavalier, Robyn Gedrich, Stephe Hecht, Laura Jannone, Sarah Corrado. Absent: Jared Ramage, Sara Seigler, Mayor Portman.
- IV. Approve Board Meeting minutes
 - A. Approve October 19, 2023 Regular Board Meeting Minutes: Motion: Sue Viscomi, 2nd Sarah Corrado. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
- V. Treasurer's Report
 - A. **Bill List – Action Item: \$ 27,489.01:** Motion: Sue Viscomi, 2nd Marjorie Cavalier. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
- VI. Director's Report:

CURRENT PROJECTS

NJCBG: There was some trouble with the lower level plumbing that caused the main pump to stop working and affected the usage of the lower level restrooms; the Borough Plumber, Magic Touch, fixed this, and we informed our architect/project manager of the issue. We have also reached out to the contractor and our architect for updates on when work will begin on the finishing work around the new entryway doors and installation of the new elevator. The contractor received instructions from the architect yesterday on how to finish the walls at the storefront doors, as well as the installation of the elevator. Our GC has had some changes at their office, which has slowed down progress.

Library Centennial Celebration: The Foundation's Centennial Celebration was a great success. There will be a debrief meeting on December 11 to review financials for the event. Limited edition Swag Bags are still available for \$100, and empty tote bags for \$25. An overwhelming number of individuals who attended the event requested we do a similar adult mixer or a library after-dark event more consistently.

Audit: The Library's 2022 Audit is complete. Once again, there are zero recommendations from the auditor as to the financial practices at the Library.

But Wait, There's More: We have sent our item catalog over to LMxAC's metadata specialist to add to the catalog for circulation, and staff are busy developing a website. Upon Candyce's return, we will work on developing our commercial advertisement and more detailed marketing plan.

Meeting Room: The meeting room is scheduled to be repainted on Wednesday, November 15. Work on the French drain and sump pumps is complete. We will also be repainting the Library's kitchenette and the hallway to the meeting room.

Policy Review: We have developed and updated a number of our policies. Policies tabled from the last meeting include a Translation Policy to assist patrons with Spanish/Greek Birth Certificates to utilize these Identification Documents with the NJMVC and obtain their license. Our patron policy is updated to include cannabis products on the list of smoking not permissible on library premises. Poster Printer policy consists of the fee charged for poster prints to the public.

IT Management: We received the contract from InShore Technologies for IT services. Their services cover Server Management, Core Network Equipment Management, Support Tools, Systems Continuity and Backups, Network Support, and User Support. This contract runs from November 1, 2023- October 31, 2024 for close to \$20,000. This amount is based on monthly monitoring and tools and an estimated 120 hours of reactive support.

Holiday Schedule & Board Meeting Calendar: This month's report includes the holiday schedule for 2024 and the Board Meeting Schedule for 2024.

Tax Preparation: In February of 2024, the Red Bank Public Library will offer tax assistance for individuals through AARP. More information on that will be provided in the coming months. Connectivity Program: The State Library sent over two Ambassadors to sign folks up for the Affordable Connectivity Program. Agents will be at the Library on Monday, November 13, from 10 am till close, and Thursday, November 16, from 10 am until 7:30 pm. AEDs: Council Liaison Laura Jannone dropped off two of the Three AED that were provided to us through Riverview Medical Center. We are working on the logistics of where in the building to mount them and will be planning a Thank You Reception for all parties involved in providing the Library with this essential lifesaving technology.

SERVICES AND PROGRAMMING

Spanish Language Driver's Ed Course: Our last cohort of the year ended roughly two weeks ago. Feedback from the second cohort remained relatively positive as it did with the first. Our feedback forms have also informed us that ESL and Spanish Language tutoring is also of great importance to the community, in addition to learning that some of our courses are inconvenient because of the resident's schedules. We will be looking to add ESL in 2024 to our Spanish Language GED classes.

Walking Tours: The final walking tour of 2023 is taking place this Saturday.

Balloon Parade: Power Play this week will bring back a new RBPL tradition: kids create their own balloons for our Balloon parade.

LTAR: Kayla Williams will discuss Beauty Standards on November 29 and no LTAR program in December.

Library History: Barbara Pickell and Kirsten Rega have completed the Library's History Booklet. Pamphlets are available on the main floor.

Everything We Eat: Judy will present via Facebook and YouTube on Saturday, Everybody Needs Help Sometimes. The program, which strives to destigmatize food insecurity, includes the reading of *Saturday at*

the Food Pantry by Diane O'Neill and provides resources for families and children who may find themselves in that situation.

Plant Propagation Station: Our seed library is expanding to include a plant propagation station where people can take plants to grow in their homes! Plant propagations are pieces, or cuttings, from plants that grow their own root systems and become new plants!

Yoga Family Storytime: This will take place in the kid's room on Saturday, December 2.

Outreach Visits: Sira Williams will be hosting outreach visits at Learning Tree Pre-K, Red Bank PreSchool visits with Kwanzaa Story Times, and St. James will be visiting the Library in the next two months. The Charter School, 5th Grade class, is adopting shelves by conducting shelf reading and ensuring each book is in its place at the Library.

Elephant & Piggie Party: The beloved children's book series will be celebrated with Books, videos, crafts & makerspace challenges in December.

Mayor's Wellness Initiative Kickoff: The Library will be a part of the Mayor's Wellness Initiative Kickoff this Saturday, November 18, at St. Anthony's Church.

Rainey School: Longtime visiting author Valerie Bowling, who has done at least two virtual story times with Miss Sira, was invited to speak at the Rainey School after they discovered her through RBPL!

RELATIONSHIP WITH THE BOROUGH

DPW: DPW helped at the Library once again; staff from the department were on site to move furniture out of the meeting room, assisted with the plumbing issues mentioned earlier, and helped ensure all the garbage was removed after our celebration.

Count Basie Theater: The Library put together small make and takes for the Basie's Dia De Los Muertos Event as well as the services of our cotton candy machine. We gave away over 100 free servings of cotton candy and 46 make-and-take bags. Additionally, the Library, in partnership with the Count Basie Center for the Arts and coLAB Arts, is hosting a free community storytelling workshop series. Whether you are a seasoned wordsmith or a novice, this event is for everyone. Learn about the art and structure of true first-person narrative storytelling that can be used in personal and professional situations to tell clear, concise, and empowering stories. Attendees are encouraged to participate in whatever way is most comfortable for them and will be given all workshop materials and worksheets. Workshops will take place in early December. Board members and the community are invited to join.

RBPL IN THE PRESS

TapInto: Continues to publish our weekly newsletter.

Red Bank Green: Covered the Centennial celebration.

CORRESPONDENCE

The Library received a donation in memory of Marilyn Caplan.

- VII. President's Report: None
- VIII. Committee Report:
 - A. Personnel: No meeting
 - B. Buildings and Grounds: No meeting
 - C. Finance: No meeting
 - D. Policy Review Ad Hoc Committee: No meeting
 - E. Strategic Plan Ad Hoc Committee: No meeting
- IX. Foundation Report: The foundation will meet on December 11th
- X. Old Business: Naming the meeting room, policy to be discussed. Laura talked about the AED's and how if we need cabinets, they can also be provided. We could also sign up for training as a staff development day.
- XI. New Business
 - A. Approving Resolution 23-16 Approving Updated Patron Conduct Policy: Motion: Robyn Gedrich, 2nd Sue Viscomi. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
 - B. Approving Resolution 23-18 Approving Poster Printing Policy: Motion: Cheryl Cuddihy, 2nd Robyn Gedrich. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
 - C. Approving Resolution 23-19 Approving Translation Policy: Motion: Robyn Gedrich, 2nd Sarah Corrado. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
 - D. Approving Resolution 23-20 Approving 2024 Board Meeting Schedule: Motion: Stephen Hecht, 2nd Jim Whyte. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
 - E. Approving Resolution 23-21 Approving 2024 Holiday Schedule: Motion: Cheryl Cuddihy, 2nd Sarah Corrado. Abstain: None. No: Stephen Hecht. Absent: Jared Ramage, Sara Seigler, Mayor Portman. Motion passed.
 - F. Approving Resolution 23-22 Approving SHI IT Contract: Motion: Marjorie Cavalier, 2nd Jim Whyte. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.
- XII. Public Portion: None
- XIII. Adjournment 715pm: Motion: Sue Viscomi, 2nd Robyn Gedrich. Abstain: None. Absent: Jared Ramage, Sara Seigler, Mayor Portman. All in favor.

Respectfully Submitted,

Candyce Valor