

Eisner Memorial Library 84 West Front Street Red Bank, NJ 07701
Phone: 732-842-0690 Fax: 732-842-4191 Website: redbanklibrary.org

Meeting Minutes Board Meeting of the Trustees: October 19, 2023 | Time: 6:30pm | Location: Meeting 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: Sara Seigler, Ann Goldman, Sue Viscomi, Cheryl Cuddihy, Marjorie Cavalier, Robyn Gedrich, Stephe Hecht, Laura Jannone, Sarah Corrado. Absent: Jared Ramage, Jim Whyte, Mayor Portman.
- IV. Approve Board Meeting minutes
 - A. Approve September 21, 2023 Regular Board Meeting Minutes: Motion: Marjorie Cavalier, 2nd Stephen Hecht. Abstain: None. Absent: Jared Ramage, Jim Whyte, Mayor Portman. All in favor.
- V. Treasurer's Report
 - A. **Bill List – Action Item: \$16,940.44:** Motion: Sue Viscomi, 2nd Sara Siegler. Abstain: None. Absent: Jared Ramage, Jim Whyte, Mayor Portman. All in favor.
- VI. Director's Report:

CURRENT PROJECTS

NJCBG: Mobility Elevator confirmed that the elevator will be ready for delivery in two weeks. The new hoistway doors are included in the construction contract, however, the removal of the existing doors and the preparation for the installation of the doors was not included. The Elevator installation company did spec this prior to bidding, but did not include demolition of the existing door frame in their scope of work, so this is a legitimate change order. We are also still waiting for the contractor to return to complete punch list items including the finish work in the vestibule and bathrooms so we can finally use these items.

Library Centennial Celebration: [We've announced to the world that the Library is gearing up to celebrate 100 years of service.](#) An article was published in redbankgreen. Staff have worked to put together a series of events to celebrate the Library. [The Foundation also announced their kick off celebration fundraiser.](#) Tickets are available online through the Library website.

But Wait There's More: Items for circulation are slowly coming into the Library and being inspected and set up for processing. A policy was sent to the policy ad hoc committee for review.

Meeting Room: Repairs on the meeting room are scheduled to start this weekend, Saturday October 21st. Due to the nature of work being done, the children's room may have to close that Saturday as we anticipate the noise level to be loud.

Policy Review: We have developed and updated a number of our policies. This includes the But Wait There's More Lending Policy, Translation Policy to assist patrons with Spanish/Greek Birth Certificates utilize these Identification Documents with the NJMVC and obtain their license. Our patron policy is updated to include cannabis products to the list of smoking not permissible on library premises. Poster Printer policy includes the fee charged for poster prints to the public.

IT Management: We are awaiting a contract from OnShore Technologies for IT services. This does not require that we go out to bid, as they will handle the process through SHI, which is NJ State Contract for such services.

LMxAC: Clark Public Library has now gone live in LMxAC meaning our residents have access to even more materials than before. Garwood and Summit Public Libraries may also soon be joining the consortium, bringing the consortium to 41 members.

Electric Bill: The Borough of Red Bank switched electric suppliers for all Borough Locations. The bills for the Library were tied to the 90 Monmouth address. Candyce spoke to customer service to rectify

the mailing address issue. The electric in this month's bill list has JCP&L and Direct Energy, it is actually two months of service. The address issue caused a delay in Library administration getting the bill.

SERVICES AND PROGRAMMING

Spanish Language Driver's Ed Course: The second cohort of the Spanish Language Driver's ed is moving right along. We also updated our website with additional resources for Driver's Ed including practice written exams and other information. The Urban Libraries Section of NJLA will also host an information session on how to bring this program to your own Library.

All About Alpacas: Fourth time's a charm! We were finally able to host All About Alpacas at the Library this past weekend, with great success! About 40 people attended and interacted with the alpacas from Out of Sight Alpacas.

Author Visit: Sira Williams, is working on coordinating an author talk with Torrey Maldonado, author of the critically acclaimed *What Lane?* and *Tight*. Ms. Williams is also working with the public schools to make this event as successful as possible.

Library History: Barbara Pickell and Kirsten Rega have worked on developing the history of the Library. The 30+ page packet is full of information regarding the library over the last 100 years. The pamphlet will be made available at the Centennial Kickoff and throughout 2024.

AAUW Freehold: This past Thursday, Candyce and I took our show on the road. Our Banned Books presentation was held for the Freehold Chapter of the AAUW.

RELATIONSHIP WITH THE BOROUGH

DPW: DPW once again stopped by with an engineer and new roofing company to assess the roof situation and seek new methods of fixing the roof, as the previous company's repairs did not work. The new roofing company and engineer will update Terrence Walton, Director of DPW on the status of that quote and best options moving forward.

Count Basie Theater: The Basie stopped by this past Friday for the presentation of the check to the Library. Members of the foundation and library staff were present. We provided Bank of America and Basie.org staff with a tour of the library and overview of all of the services the Library provides. We will also be hosting two storytelling workshops with Basie this November.

RBPL IN THE PRESS

TapInto: Continues to publish our weekly newsletter.

Red Bank Green: Covered the Centennial as previously mentioned.

CORRESPONDENCE

We received numerous donations in honor of Marion Quinn. The library sent acknowledgement letters to Marion's family and the donors.

- VII. President's Report: Sara Siegler encourages everyone to attend the 100th anniversary kickoff celebration.
- VIII. Committee Report:
 - A. Personnel: no meeting
 - B. Buildings and Grounds: no meeting
 - C. Finance: meeting held on October 19th at 6pm before regular board meeting. The minimum tax allocation was released for 2024 funding. The library may encumber funds for expenditures of furniture and fixtures for 2024 purchases.
 - D. Policy Review Ad Hoc Committee: Email was sent with policies for review. No meeting was held.
 - E. Strategic Plan Ad Hoc Committee: no meeting
- IX. Foundation Report: Sarah Corrado spoke about the Foundation event on November 10th, Mr. Michael Eisner will be in attendance. Please get the word out that the event is happening at the library and the cost is \$75.00.

- X. Old Business: Laura Jannone spoke about the donation of the AED's from Riverview. Three have been ordered but they are backordered and we should receive them in the next few months.
- XI. New Business:
 - A. Approving Resolution 23-16 Updated Patron Conduct Policy: Tabled
 - B. Approving Resolution 23-17 But Wait There's More Lending Policy: Motion: Cheryl Cuddihy, 2nd Marjorie Cavalier. Abstain: None. Absent: Jared Ramage, Jim Whyte, Mayor Portman. All in favor.
 - C. Approving Resolution 23-18 Poster Printing Policy: Tabled
 - D. Approving Resolution 23-19 Translation Policy: Tabled
- XII. Public Portion: Beth Hanratty addressed the Library board regarding the Foundation event and the possibility of renaming the meeting room. The Board asked for more information regarding the proposed honoree.
- XIII. 703pm: Executive Session - Personnel Motion to move to Executive Session: Sue Viscomi, 2nd Stephen Hecht. 705 motion to end Executive Session: Cheryl Cuddihy, 2nd Sue Viscomi. Abstain: None. Absent: Jared Ramage, Jim Whyte, Mayor Portman. All in favor. 705pm.
- XIV. Adjournment: 706pm: Motion: Cheryl Cuddihy, 2nd Sue Viscomi. Abstain: None. Absent: Jared Ramage, Jim Whyte, Mayor Portman. All in favor.

Respectfully submitted,

Candyce Valor