

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

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Board Meeting Minutes of the Trustees Meeting Date: August 17, 2023 | Time: 6:30pm | Location: West Room

- I. Call to Order: 631pm
- 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. Oath of Office:
 - A. Candyce Valor administered the oath of office to Marjorie Cavalier
 - B. Swearing in of Officers: Candyce Valor administered the oath of office to Cheryl Cuddihy.
- IV. Roll Call: Sara Siegler, Jim Whyte, Sarah Corrado, Jared Rummage, Laura Jannone, Sue Viscomi, Marjorie Cavalier, Cheryl Cuddihy. Absent: Ann Goldman, Robin Gedrich, Stephen Hecht, Mayor Portman
- V. Approve Board Meeting minutes July 20, 2023: Motion by Jim Whyte, 2nd by Sue Viscomi. Abstain: Marjorie Cavalier, Cheryl Cuddihy. Absent: Ann Goldman, Robin Gedrich, Stephen Hecht, Mayor Portman. All in Favor. Motion carried.
- VI. Treasurer's Report

Bill List – Action Item: \$24,028.56 Motion by Jim Whyte, 2nd by Sue Viscomi. Abstain: Marjorie Cavalier, Cheryl Cuddihy. Absent: Ann Goldman, Robin Gedrich, Stephen Hecht, Mayor Portman. All in Favor. Motion carried.
- VII. Director's Report: Assistant Director Candyce Valor gave report as Eleni Glykis was absent due to illness.

CURRENT PROJECTS

NJCBG: Partitions and fixtures have been installed in the lower level restroom and we are awaiting installation of some small accessories and final inspection. The new ADA-compliant front entrance doors have a tentative delivery date to the door people of August 24th. Demolition of the front vestibule took place much easier than anticipated, there was a bit of a delay because of verification needed from the Architect over a weight bearing beam. The Architect approved the continued demotion, and we are still anticipating the new ADA-compliant doors will be installed on August 31st. The new elevator has a tentative NJ delivery date of September 9th. Because of the new dimensions of the elevator, additional demolition will need to occur on the existing elevator door frames. Due to the nature of this work, the Library would have to revert to the curbside-only service. Demolition should last a total of 3 days. Installation of the elevator should take at least a month. We have finished providing Annual Reporting to the State and submitted second payment this week.

Plumbing Issue: On Monday, August 7th the library closed at 4pm, and remained closed on the 8th due to a plumbing emergency. The sewer line leading out of the building had a crack and needed repair. Magic Touch arrived on the scene and completed their repairs by 3 pm on the 8th. Magic Touch also performed a sewer camera inspection on the pipe and discovered that some roots were growing into the pipe about 17 feet from the building. While this is not an immediate danger, it could pose a problem in the future. They provided DPW with an estimate for this repair.

Library Centennial Celebration: The staff have met to discuss Centennial Celebration ideas and are developing a budget to celebrate our Century of Service. The Library will have a special 100th-anniversary Library Card,

giveaways, displays, and programs. We've picked a Logo and are making final decisions on giveaways. Additionally, the Foundation is making headway with their 100th Anniversary Kick-Off Fundraiser. Marjorie Cavalier asked for more details regarding the 100th anniversary, if there will be information shared with the Board. Candyce Valor explains that more information from the Foundation Liaison will be given later in the meeting.

IMLS Grant: We are waiting for delivery of our Screenflex room partitions. Additionally, we have a tentative installation date of August 21st for the hybrid meeting room. We expect this project to take at least a week and we will then need at least a month to train staff and produce procedures for use.

Exterior Painting: The painting of the exterior of the building is complete, and now the entirety of the outside of the building is fresh. In 2024, we are looking to find grants to assist with refreshing the interior of the building. Marjorie Cavalier asked if there was any thought regarding a mural on the side of the building that is being repainted. Dr. Ramage says there is more information later in the report regarding the mural.

Front Entrance: Due to the demolition of the front entrance, we are looking to revamp the main entrance. This would include painting the vestibule a new color and adding electrical outlets and a screen to allow us to display the events at the Library better. We have contacted electricians for quotes to run electricity to the area and repair some of our broken ballasts.

But Wait There's More: Our Library of Things cabinet has been delivered and put together, thanks to the help of John Valor. Candyce and Eleni Glykis will begin ordering items in September and update our circulation policy to include these items. Marjorie Cavalier asked if there will be a marketing campaign for the public to know about the new editions to our library collection. Candyce Valor explained that part of the grant proposal is doing an interesting video marketing campaign, given the projects name.

Policy Review: Candyce Valor and Eleni Glykis are reviewing the Library's policies to update them and ensure they remain robust with recent changes in the Library field.

SERVICES AND PROGRAMMING

Spanish Language Driver's Ed Course: RBPL is adding another Spanish Language Driver's Ed Class in September. At the end of the summer class, we conducted a survey to better understand the usefulness of the class. We found that 66% of the participants had never participated in Library programming before and all of the respondents were interested in more Spanish Language programming.

Eisner Opportunity Lab: Due to the success of our youth-focused July Programming, more game design programming continues for August with Minecraft Hour of Code, Roblox Game Design, and Intro to App Design. Victoria Rubio wants to install Roblox Studio on the Children's PCs to allow more free play on the application. Roblox Studio is the building tool that helps users create worlds of their dreams: Roblox Studio coding, computer science principles, animation, 3D design, and development.

Summer Reading Wrap Up Ice Cream Party: Come Celebrate the end of Summer Reading with free games, prizes and most importantly free ice cream from Goldy's Ice Cream. The party starts at 11:30 am on Saturday, August 19th.

All About Alpacas: Stop by the library on September 23rd at 11am, for an interactive and educational program about Alpacas with Out of this World Alpacas.

ESL: RBPL staff is also working with a volunteer to develop ESL Classes and hope to host them this Fall.

Meeting Room Demands: We have seen an increase in demand for meeting spaces. We are hoping that the addition of our Screenflex partitions will help us better accommodate the public, however we might also look into installing more TeleTalk Booths to better accommodate the public.

RELATIONSHIP WITH THE BOROUGH

PW: DPW followed up with leaking areas in the roof. Staff were on site when the roofers returned to highlight areas needing additional waterproofing. Terrence, Candyce, and Eleni Glykis discussed how we would hang up the murals. They are planning on visiting the murals the week of the 21st.

Recreation: RBPL staff are working with the Parks and Recreation Department, Count Basie, and Red Bank Resource Network to assemble the 2nd Annual Hispanic Heritage Festival. The Festival will be on September 23rd at 2 pm at Riverside Gardens.

Count Basie Theater: Eleni Glykis has connected with Samantha Giustiniani, Director of Education and Outreach. We plan to connect with her on various education programs and initiatives in the fall.

BPL IN THE PRESS

apIntro: Continues to publish our weekly newsletter.

VII. President's Report: Sara Siegler had no report.

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: Sarah Corrado let the library board know that the Count Basie Theater has selected the RB Library as a recipient of their \$1.00 per ticket sale fundraiser, up to \$15,000. Additionally, the 100th library anniversary kick off fundraiser will be November 10, additional information will be provided soon.

X. Old Business: Laura Jannone reached out to VNA regarding AED sponsorship and they are unable to donate at this time. Laura has also reached out to Tim Hogan and Riverview Hospital and is awaiting more information.

XI. New Business: None.

XII. Public Portion: No public in attendance.

XIII. Adjournment: 702pm Motion by Jim Whyte, 2nd by Sue Viscomi. Abstain: Marjorie Cavalier, Cheryl Cuddihy. Absent: Ann Goldman, Robin Gedrich, Stephen Hecht, Mayor Portman. All in Favor. Motion carried.

Respectfully submitted,

Candyce Valor