

Eisner Memorial Library 84 West Front Street Red Bank, NJ 07701
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Board Meeting of the Trustees Meeting Minutes December 21, 2023 | Time: 6:30pm | Location: Meeting Room

- I. Call to Order: 6:30pm
- 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, Suzanne Viscomi, Stephen Hecht, Marjorie Cavalier, Sarah Corrado, Cheryl Cuddihy. Absent: Robyn Gedrich, James Whyte, Laura Jannone, Mayor Portman,
- IV. Approve Board Meeting minutes
 - A. Approve November 16, 2023 Regular Board Meeting Minutes: Motion: Marjorie Cavalier, 2nd: Cheryl Cuddihy. Abstain: None. Absent: Robyn Gedrich, James Whyte, Laura Jannone, Mayor Portman. All in favor. Motion carried.
- V. Treasurer's Report
 - A. **Bill List – Action Item: \$19,636.40:** Motion: Sue Viscomi, 2nd: Sara Siegler. Abstain: None. Absent: Robyn Gedrich, James Whyte, Laura Jannone, Mayor Portman. All in favor. Motion carried.
- VI. Director's Report:

CURRENT PROJECTS

NJCBG: There has been ongoing communication between our Architect, the Contractor, and the elevator installer concerning the installation process. Initially, the elevator company suggested that the new elevator model could fit into the existing elevator door space as per project specifications. However, this turned out not to be the case, prompting the architect to ask the elevator company to revise the project specifications for this particular aspect. Additionally, the architect is coordinating with the contractor to finalize the finishing details in the main vestibule.

Monmouth ACTS in My Community: Social workers from the Monmouth ACTS in My community started December 14th and will be at the Library every 2nd and 4th Tuesday of the Month throughout the New Year. Representatives from the Monmouth County Department of Human Services will be able to assist patrons with questions, take applications for SNAP, NJ Family Care, cash assistance programs and more.

AARP Tax Assistance: is slated to start February 6, 2024. We are finalizing details and advertising efforts for this essential community service.

But Wait, There's More: We have been working on finalizing the details for items in the But Wait, There's More Library of Things collection. These items are now available in the catalog. Final details involve attaching the labels and instructions to items and relocating the collection to a highly visible location across from the circulation desk. Additionally, we have been working on developing promotional materials including flyers, developing a webpage containing descriptions of all items within the collection, including links to place holds on desired items, and additional promotional materials such as videos, reels, and other social media posts.

IMLS Cares Grant: The deadline for the final report submission for the IMLS Cares Grant is Friday, December 29. This grant has empowered the Library to substantially improve our services. Notable enhancements include the implementation of a 24/7 Locker system, the establishment of a hybrid programming room, an upgraded internet connection, expanded access to digital materials, and the introduction of Chromebooks for circulation.

Meeting Room: Recent paint touch-ups complete the revitalization of the meeting room, giving it a fresh, brand-new appearance. While there are some minor pending tasks, the room is now fully functional and available for use. We're exploring the acquisition of newer shelving units for the meeting room closet, aiming to optimize storage space and enhance overall efficiency.

Connectivity Program: We are working once again with the State Library for January Dates for the NJ Connectivity Program. We are also going to coordinate connectivity ambassadors to coincide with other services such as Tax Preparation of Monmouth County Acts in My Library, enabling the library to become a one stop shop offering comprehensive services for the community.

LED Ballasts and Interior TV Signage: The electricians commenced the upgrade of lighting fixtures on the main floor last week. However, due to a delay in the delivery of LED bulbs, the work was partially postponed. Nonetheless, the main floor already exhibits a brighter ambiance with the initial changes. The electricians are also scheduled to install an outlet in the vicinity of the non-operational water fountains. This outlet will be used to mount a display that will advertise library events, programs and services to the public. Additionally, it's important to note that we do not intend to remove the water fountains entirely; instead, we are considering replacing them with cleaner bottle fillers.

Electronic Sign: The Foundation is interested in funding the upgrade of the Library's existing marquee sign to an electronic version. To facilitate this upgrade, we've initiated discussions with Shawna Ebanks to understand the zoning requirements.

Budget 2024: Candyce and I are working on a draft Budget for the coming year. The $\frac{1}{3}$ mil for 2024 is \$1,054,215, a little more than a \$100K increase from the year prior.

Eisner Opportunity Lab: The Reference department will be assuming the workshop responsibilities temporarily for the Eisner Opportunity Lab. Due to the staffer's medical leave and our other teammate college bound, adjustments in staffing have been necessary. Tutoring and workshops have been postponed until the middle of January as we are working with our college bound instructor in developing Standard Operating Procedures and completing the final reporting tasks for this month.

SERVICES AND PROGRAMMING

Throwback Thursdays: Barbara Pickell is spearheading a new series of historic programming as part of the year-long celebration of the library's 100th Anniversary. These historical programs are partially funded by the Monmouth County Historical Commission Regrant program, where the Library secured \$1500 to host events. Preliminary topics include Birth of the Italian Community, Prohibition and Red Bank's Rum Runners, Red Bank 1936. Library staff will work on a comprehensive marketing campaign to ensure that these events reach and engage the community.

Plant Propagation Station: The Plant Propagation Station has gone viral. Our Facebook post has reach of over 32,000, 169 likes, 31 comments and over 86 shares. Thanks to Natalya Andrex for developing this project.

Spanish Language GED: After much consideration and working through the GED software, we decided to reduce the size of the Spanish language GED class. By halving the cohort size we can extend the program for an additional year. Working with a smaller class size provides us with the opportunity to refine and improve our program to best serve our community.

Translation Service: Translation service at the library has seen substantial engagement despite minimal advertising. Staff successfully translated 9 personal documents and has translated the Translation Policy into Spanish.

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.

Storywalk: December's Storywalk is Kelsey E. Gross' Winter: A Solstice Story, a celebration of the season of hope, light and new beginnings.

New Year's Eve Make and Take Kit: Karen Corning is developing NYE make and take kits full of fun components. Each kit contains a book for check out, coloring pages, a clock craft and instructions for making a balloon drop and cupcake fondue.

LMxAC: Garwood, Union and Hillside are the three newest libraries to join LMxAC, expanding the consortium to over 42-member libraries across Union, Middlesex and Monmouth Counties. During the last membership meeting on Friday December 15th, member libraries approved a five-year contract to make Innovative's Polaris and Vega suite of products the new ILS. Cathy Tobin and Candyce Valor attended the information session at the Monroe Public Library, and returned with positive feedback about the new system. Migration from Sirsi Dynix is expected to take place in June, with additional information to follow throughout the new year. LMxAC is also engaged in a rebranding initiative.

LMxPress Plus App: The LMxPress Plus App is currently unavailable due to a contract dispute between SirsiDynix and SOLUS, the mobile app developer. Unfortunately, patrons can no longer access the app. However, LMxAC has taken proactive steps by developing a mobile version of the catalog. This alternative enables patrons to browse and explore more materials while we await the migration to the new platform. Sirsidynix has halted the sharing of information and restricted consumers of their product from engaging with SOLUS, the mobile app developer, until further notice.

Elephant & Piggie Party: The beloved children's book series will be celebrated with Books, videos, crafts & makerspace challenges December 27th at 3pm.

Winter Hiatus: Several programs are currently on a winter hiatus including Guided Journaling, Let's Talk About Race, Storytime - which will be canceled the last week of December. The Inchkins will also resume their activities at the Library in January.

FOUNDATION

Holiday Sale: The Foundation is hosting a holiday gift sale featuring various items perfect for December gift-giving. Highlights include the Limited Edition 100th Anniversary Swag Bag, filled with exclusive library-branded goodies, priced at \$100 for a swag-filled tote and \$25 for an empty tote. Additionally, fundraising items available for purchase include a mini merch bag and a signed Mike Quon Library print. All proceeds from purchases directly support the library. Payments can be made in cash, check, or through the provided PayPal link/QR code on the flyer.

RELATIONSHIP WITH THE BOROUGH

DPW: DPW helped at the Library once again; they were able to repair the vandalized benches at the edge of the parking lot. DPW also came to look at the pavers on the main walk that are jutting out and causing a

trip hazard. We also reached out to DPW to handle the lighting in the parking lot.

The Basie: the Basie and coLabs successfully concluded their storytelling workshop series. Despite its size, the cohort of enthusiastic students engaged in two captivating sessions led by Basie Educators and coLabs staff. These sessions delved into the art and structure of first-person narrative storytelling, enlightening participants on its applications in both professional and personal contexts

RBPL IN THE PRESS

TapInTo: [Continues to publish our weekly newsletter.](#)

Two River Times: [Reported on November's Let's Talk About Race program on beauty standards with Kayla Williams.](#)

CORRESPONDENCE

We recently received a congratulatory letter from the Eastern Monmouth County Chamber of Commerce, acknowledging our 100th Anniversary celebration.

Furthermore, we've received various correspondences, including non-memorial donations to the Library, contributions to the foundation, and holiday cards.

- VII. President's Report: Sara mentioned that there are many conferences that library trustees can attend. Attendance counts as the training credits Board members need for the State Library annual report. There is PLA in Ohio, ALA 2024 held in Chicago and NJLA held in Atlantic City. Candyce will send out an email with conference registration information.
- VIII. Committee Report:
 - A. Personnel: Meeting early January
 - 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: Foundation met on December 11th, they discussed the Gala event, the electronic sign and the 2024 annual appeal.
- X. Old Business: None
- XI. New Business: None
- XII. Public Portion: None
- XIII. Adjournment: 6:52pm Motion: Cheryl Cuddihy, 2nd: Sue Viscomi. Abstain: None. Absent: Robyn Gedrich, James Whyte, Laura Jannone, Mayor Portman. All in favor. Motion carried.

Respectfully Submitted,

Candyce Valor