

Eisner Memorial Library 84 West Front Street Red Bank, NJ 07701
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Board Meeting Minutes of the Trustees September 21, 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.
- I. Roll Call: Sara Siegler, Jim Whyte, Ann Goldman, Sue Viscomi, Stephen Hecht, Marjorie Cavalier, Cheryl Cuddihy, Sarah Corrado, Madeline Sanchez. Absent: Laura Jannone, Jared Rummage, Robin Gedrich, Mayor Portman
- III. Approve Board Meeting minutes
 - A. Approve August 17, 2023 Regular Board Meeting Minutes: Motion by Marjorie Cavalier, 2nd by Jim Whyte. Abstain: None. Absent: Laura Jannone, Jared Rummage, Robin Gedrich, Mayor Portman All in Favor. Motion carried.
- IV. Treasurer's Report
 - A. **Bill List – Action Item: \$9474.42** Motion by Sue Viscomi, 2nd by Jim Whyte. Abstain: None. Absent: Laura Jannone, Jared Rummage, Robin Gedrich, Mayor Portman All in Favor. Motion carried.
- V. Director's Report:

CURRENT PROJECTS

NJCBG: We are at a standstill with the construction project and have contacted our Architect for updates. The electrical connections on the new entryway doors are complete, and we are waiting for the contractor to complete finishing work on the trim around the new doors and remediate the missing flooring to prevent trip hazards. The lower level bathrooms still need magnetic door stops; the partition doors need to be balanced for softer and slower closing, and the installation of ADA-compliant women's and men's restroom signs. We still need an update on the elevator and its arrival at the Library.

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 unique 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.

IMLS Grant: We have submitted the final reimbursement for the Library's hybrid Zoom room, completing the program. We have tested the zoom room during library staff meetings. We will be able to reopen the meeting room to the public once remediation of the floor and installation of the elevator are complete, hopefully in early 2024. Final reporting and statistical analysis will be submitted in December.

But Wait There's More: Candyce and Eleni will begin ordering items in September and update our circulation policy to include these items. We are working on some backend cataloging details that we need to complete with our consortium to ensure that items follow circulation rules and are cataloged correctly. We are also finalizing design details for item tags and advertisements.

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

Plumbing Issues: The Library closed to the public on August 24th due to plumbing issues. During previous repairs, plumbers found additional cracks in the main sewer line and were working on an estimate for repair to the Borough. Those cracks, however, had expanded, which led to the building being closed as there were no restrooms available for staff and the public. The entire pipe was replaced by 4pm the same day. This repair coincided with our hybrid meeting room installation and the new front entry door installation.

Meeting Room: We have contacted Blue Planet regarding meeting room flooding remediation and are waiting to get on their schedule for repair. The industrial absorbent pads and socks prevented additional flooding of the meeting room and water from leaching towards the children's room.

IT Management: On Shore, the company that installed our Wireless Wonders expanded WiFi connections and Hybrid meeting room equipment, also offers IT services through SHI and State Contracts. We are awaiting a quote for this necessary service as several IT projects need to be addressed.

SERVICES AND PROGRAMMING

Spanish Language Driver's Ed Course: The second cohort of our Spanish Driver's Ed Class began last week with 19 students. The course again filled very quickly, within 72 hours as the previous class. There are currently four individuals on the waiting list. There's an attached breakdown with patron input from the first cohort. We also know that at least three participants passed their written exam. 3 students from the first class passed their written test.

Eisner Opportunity Lab: We are still working with our one Literacy Instructor on medical leave and determining the best options. Currently, due to scheduling, the lab is offering one-on-one tutoring.

All About Alpacas: Due to inclement weather our Alpaca program has been reschedule to September 30th at 11 am. This is an interactive and educational program about by Out of this World Alpacas.

ESL: We are working with a volunteer to develop ESL courses in the coming year.

Story Time: It is no longer at Riverside Gardens and back at the Library and is still offered outdoors, weather permitting.

RELATIONSHIP WITH THE BOROUGH

DPW: DPW followed up with leaking areas in the roof. Staff were on site when the roofers returned to highlight areas needing additional waterproofing. The roofers will have to return again as the latest rain storms have proved that the repairs done were not sufficient. Terrence, Candyce, and I discussed how we would hang up the murals. We met with the Borough Mason who is not sure that our wall is secure enough to drill the murals in, and we are working with Buildings and Grounds. We have done some research on the previous and discovered that the previous murals were installed by the now defunct New Jersey Museum of

Contemporary Art.

Recreation: We 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: The Foundation for the Red Bank Public Library was selected to receive one of the Grant Awards during their Year of Giving. A check presentation will be on Friday, September 29th, at 11 am at the Library. This funding will assist the Library in developing Spanish Language GED courses, including covering the cost of software and tutoring.

RBR: The Red Bank Public Library submitted a letter in support of the RBR Dreamers Club and their request to regain their club status within the school.

Monmouth County Archives Day: The RBPL will have a table at Archives Day on October 28th, this year's theme is about businesses.

RBPL IN THE PRESS: TapInto: Continues to publish our weekly newsletter.

CORRESPONDENCE: None

- VI. President's Report: Sara asks everyone to please fill out the getting to know you survey, as we have many new board members.
- VII. Committee Report:
 - A. Personnel: None
 - B. Buildings and Grounds: None
 - C. Finance: No Meeting, meeting scheduled at 6pm On October 19th
 - D. Policy Review Ad Hoc Committee: No meeting. Eleni will send out the link to the Trustee Training provided by the State Library. Sara encourages Trustee members to attend the NJLA conference.
 - E. Strategic Plan Ad Hoc Committee: No meeting
- VIII. Foundation Report: None
- IX. Old Business: None
- X. New Business: None
- XI. Public Portion: No public in attendance.
- XII. Adjournment: 7:05 Motion by Sue Viscomi, 2nd by Cheryl Cuddihy. Abstain: None. Absent: Laura Jannone, Jared Rummage, Robin Gedrich, Mayor Portman All in Favor. Motion carried.

Respectfully Submitted,

Candyce Valor