

Library Trustees Meeting, August 9, 2018.

**The Trenton Public Library Minutes**  
**Board of Trustees**  
**Main Library 120 Academy St, Trenton NJ 08608**  
**August 9, 2018 at 6:00 pm**

**Trustees Present:** Crystal Smith, Elizabeth Yull, Patricia Smith, Deniece Johnson – Jackson, and Lavern Rice

**Staff Present:** Patricia Hall, Operational Manager and Shanna Leggett, Administrative Secretary

1. **Call to Order-** Crystal Smith, Board President called the meeting to order at 6:06 pm.
2. **Announcement of compliance with the Open Public Meetings Law-** Patricia Hall, Operational Manager
3. **Roll call for Quorum-** Crystal Smith, Deniece Johnson - Jackson, Patricia Smith, Elizabeth Yull and Lavern Rice.
4. **Agenda Approval** – Elizabeth Yull moved and Deniece Johnson – Jackson seconded the approval.
5. **Approval of Minutes of the July 12, 2018 Board Meeting-** Deniece Johnson – Jackson moved and Lavern Rice seconded the approval of July’s minutes.
6. **Open Public Address** – N/A
7. **Friends of the Library-** N/A
8. **Financials** – Ann Z. presented the financials for July 2018 discussion ensued.
9. **Bill List** – Deniece Johnson-Jackson moved and Lavern Rice seconded the approval of the July’s Bill List.
10. **Administrative Report** – The Library Closures- The Library has closed a total of 21 days since June 29, 2018. 13 early closures and 8 full closures. Temperatures are above 85 degrees within the building. Closures are in compliance with the union contract perimeters.
11. **Personnel Changes** –
  - S. Wilson- Not retained as of 8/7/2018.
12. **Old Business** –
  - TFPL Chiller – Core Mechanical is on site cleaning HVAC system flushing pipes and filtering the system. Friday August 10, 2018 delivery of new HVAC system. Installation will begin August 14, 2018.
  - Board Elections- Crystal Smith has been elected President, Elizabeth Yull has been elected Treasurer and Deniece Johnson-Jackson has been elected Secretary. Lavern Rice moved elected positions. Elizabeth Yull seconded elected positions. All In Favor.
  - State of the Library – Has a possible date of October 11, 2018 discussion to finalize will occur at September 2018 Board of Trustees Meeting.
  - Young Adult Room – Inspections and proposals for electrical work

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- Resolution – Lavern Rice moved and Elizabeth Yull seconded the approval of resolution to designate 450k for capital improvements. New budget line created. All In Favor.

**13. New Business**

- Staff Accountability- Time Force (time keeping software) has been increased to ensure staff accountability. Migration to ISolved software will begin Sept. 5, 2018. With help of city IT department.
- Board of Trustee Training- Saturday, October 24, 2018 9:30 am- 4:00 pm Lavern Rice, Elizabeth Yull and Crystal Smith will be attending a Trustee training seminar.

**14. Announcements –**

- Summer Reading Party- The end of the summer reading party will be held Saturday, August 11, 2018 from 11am – 1:00 pm activities will be in the Garden due to temperature within the building. Prizes and Certificates will be given to all participants of the summer reading program.

**15. Date of Next Meeting:** The next scheduled Board of Trustees meetings is Thursday, September 13, 2018 @ 6:00 pm

**16. Adjournment:** The Library Trustees adjourned at 7:26 pm

Respectfully Submitted,  
Shanna Leggett,  
Recorder

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