

The Trenton Public Library Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
December 12, 2019 at 6:00 pm

Trustees Present: Deniece Johnson, Elizabeth Yull, Crystal Smith, Lavern Rice, Patricia Smith and Rick Kavin

Staff Present: Rebecca FrancoMartin, Director, Shanna Leggett, Admin Secretary

1. **Call to Order-** Deniece Johnson, Board President called the meeting to order at 6:00pm.
2. **Announcement of Compliance with the Open Public Meetings Law-**
Rebecca FrancoMartin, Director
3. **Roll call for Quorum-** Elizabeth Yull, Deniece Johnson, Patricia Smith, Lavern Rice, Crystal Smith and Rick Kavin
4. **Agenda Approval** –Elizabeth Yull moved and Patricia Smith seconded the approval of agenda. Rick Kavin abstained
5. **Approval of Minutes of the November 14, 2019 Board Meeting-** Elizabeth Yull moved and Denise Johnson seconded the approval of minutes from November 14, 2019. Rick Kavin abstained.
6. **Open Public Address-** N/A
7. **Friends of the Library-** N/A
8. **Financials** – Ann Z (Accountant) Reported on the financials.
9. **Bill List** – Patricia Smith moved and Lavern Rice seconded the approval of the current Bill List. Rick Kavin abstained.
10. **Administrative Report** – Rebecca FrancoMartin, Director, reported on the following:
November Highlights
 - Staff Meeting was held where outreach, scheduling of events and meeting room space were discussed, along with the date for the staff holiday party.
 - The reception for the Mayor’s State of the City Address was held in the Reading Room. Shanna and I attended the Address.
 - Baker and Taylor book delivery was successful and two staff from B&T assisted with delivery.
 - Meeting at the Mayor’s Office for an update on the Kids Count Assessment with the Smith Family Foundation
 - Meeting with Michelle Brille (Mercer Cooperative Extension Family & Community Health Sciences Coordinator) and Elena Cronmeyer (THT)
 - Phone conference with lawyer, David Truelove.
 - Partnership with AARP who will provide free tax prep, possibly 2020, definitely for 2021.

Reference/Adult

- Lonnie worked with Todd Evans to provide two bus trips. 2 of 7 attending the first, performed onstage at Princeton University and 17 attended the Toni Morrison Tribute. Bussing was provided free of charge.
- New librarians accounts set up to order library materials so will now have training set up for B&T and Collection HQ
- Sharon: Completed 2 online courses through Webjunction.org - received certificate for
 1. Collection Development (ICFL Idaho Commission for Libraries) for 1 credit hour
 2. Technology Skills for Library Staff..... For 1 credit hour
- 28 patrons attended the Healthcare Open Enrollment event and preparations for the opening of the health corner were finalized.
- Integrity Staffing held a hiring event for Amazon that was highly successful.

Trentoniana

- The Trenton Historical Society's 100th Anniversary Gala was held on the 23rd at Ellarslie. The Director FrancoMartin and Archivist, Laura Poll attended to represent the library. Several items from Trentoniana were loaned for the "Eclectic Trenton" exhibit which will run through March 15, 2020.
- Trentoniana interns, volunteers, and library pages worked 89.5 hours this month.
- "New Sweden" (also by Burro) was installed in the Gallery. It will run through the end of December.

Youth Services

- New Youth Services librarian started on November 12
- Programming was planned for the month by the library associates and executed in partnership with the librarian

Maintenance

- Building closed early November 24th due to a gas leak. Staff evacuated with patrons, PSE&G arrived shortly after, and Peterson's was called to address the problem. Monday, the 29th the issue was fully resolved.

11. **Personnel Changes-** Damaris Azan is the new Children's/YA Librarian.

12. Old Business –

- Young Adult Ribbon Cutting- the YA room was revealed to the Public on December 16, 2019. The young adults ages 13 -17 can now enjoy the new space.
- Investment Account Update- Director FrancoMartin and Board Chair Denise Johnson visited several different banks to compare best investment options. Board member Crystal Smith would like for the accountant Ann Z to give recommendations to the Board.

13. New Business-

- FT Library Associate YA- The board has approved to hire PT Lib Asst. to FT

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Elizabeth Yull moved and Lavern Rice seconded the approval of PT to FT Library Associate.

- RFP to upgrade Main Entrance for ADA compliance. Meeting with CDBG
- Audit- Mercadien (Auditors) will be on site 12/9/2019-12/12/2019
- Salary Scale- accountant Ann Z is updating salary scale
- Retro Pay- FT Employees will be given retro pay for step increases not received on anniversary dates. All in Favor
- Early Closure 12/23/2019- The Library will be open 9 am – 8 pm regular business hours 12/23/2019. On 12/24/2019 -12/25-2019 the Library will be closed for the Holidays and will re-open 12/26/2019 9 am.

14. **Announcements** – Board has approved monies to be used to enhance Community Rooms

15. **Date of Next Meeting:** January 9, 2020

16. **Executive Session** – N/A

17. **Adjournment:** 7:03 PM

Respectfully Submitted,
Shanna Leggett,
Recorder

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