

**The Trenton Public Library Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
February 14, 2019 at 6:00 pm**

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Lavern Rice, Deniece Johnson-Jackson & Andrew Fenwick

Staff Present: Patricia Hall, Operational Manager, Shanna Leggett, Admin Secretary and Ann Zawartkay, Board Appointed Accountant

1. **Call to Order-** Crystal Smith, Board President called the meeting to order at 6:03 pm.
2. **Announcement of compliance with the Open Public Meetings Law-** Patricia Hall, Operational Manager
3. **Roll call for Quorum-** Crystal Smith, Elizabeth Yull, Patricia Smith, Lavern Rice, Deniece Johnson-Jackson & Andrew Fenwick
4. **Agenda Approval** – Crystal Smith moved and Deniece Johnson-Jackson seconded the approval of agenda. As amended to move Executive Session to number 5 on the agenda.
5. **Approval of Minutes of the January 10, 2019 Board Meeting-** Elizabeth Yull moved and Deniece Johnson Jackson seconded the approval of minutes.
6. **Open Public Address-** Introduction of Board Member to Councilwoman Robin Vaughn and her Legislative Aide Evangeline Ugorji. Councilwoman has been appointed as the Libraries Liaison.
7. **Friends of the Library-** Patricia Tumulty FRIENDS President presented the \$5000.00 check from the FRIENDS to assist with the renovations of the Young Adult area. Also announcing the Girls Stand Event Saturday February 16, 2019 1 pm - 3:30 pm. Laura Poll Archivist has been reimbursed by the FRIENDS \$745.00 of which \$300.00 went to the Trentoniana
8. **Financials** – Ann Zawartkay, board appointed accountant, provided the board with details of the library's financial report for February 2019. Ann Z informed the Board of Trustees that the switch back to State Health Insurance is a benefit because the current health plan was considerably higher compared to the state. Discussion ensued about moving more money to Northfield Bank.
9. **Bill List** – Patricia Smith moved and Deniece Johnson-Jacksons seconded the approval of the January Bill List.
10. **Administrative Report** – Patricia Hall, Operational Manager read administrative report as follows:
 - Trentoniana- Laura Poll Archivist, and Ellen Callahan volunteer, gave a presentation at the Contemporary Club monthly meeting. Ms. Callahan is

currently processing the collection. \$500 was received from the Contemporary Club to assist with the cost associated with the purchasing of archive materials.

- Weeding – Successful deletion of 2,370 titles
- Visitors- According to the door counter we had 12,343 visitors in the month of January.
- Youth Service- Rebecca Franco Martin developed a YA budget for a startup collection approximately \$40,000 is needed. The Library is currently looking for various ways to lessen the financial burden. Individuals have expressed interest in assisting. Daycare and school visits have increased groups get a new book monthly as the Library is working with program coordinator Debbie Smith, to fulfill reading challenges.

11. Old Business –

- Fundraising- Tabled
- E-color Poster – Tabled more information needed
- Investments- Review if PNC investments and Trusts accounts. Board requested trust information.

12. New Business -

- May 2, 2019 Meeting – Tabled
- Minimum Wage Increase- Board of Trustees was informed of the minimum wage increase beginning July 1, 2019 Budget FY 2019-2020
- Old Barrack Pass Policy- Elizabeth Yull moved and Lavern Rice seconded the approval of Old Barrack Policy. All in Favor
- Staff Day- April 5, 2019 Elizabeth Yull moved and Deniece Johnson-Jackson seconded the approval of the closure of the library for staff day. All in Favor
- Free Library Cards for Military- Tabled
- Return of overdue items (April)- Elizabeth Yull moved and Lavern Rice seconded the approval of Amnesty Month

13. Announcements – 1st African American War of 1812 at the Old Barracks presented by the Trenton City Museum Society.

14. Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, March 14, 2019 @ 6:00 pm

15. Executive Session – Moved to Item 5 on Agenda.

16. Adjournment: The Library Trustees meeting adjourned at 7:35 pm

Respectfully Submitted,
Shanna Leggett,
Recorder