

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

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

Library Liaison: Robin Vaughn, City of Trenton Councilwomen

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 6:00 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** –Elizabeth Yull moved and Patricia Smith seconded the approval of agenda.
5. **Approval of Minutes of the February 14, 2019 Board Meeting-** Elizabeth Yull moved and Lavern Rice seconded the approval of minutes.
6. **Open Public Address-** N/A
7. **Presentation from Mercadien Asset Management, LLC-** Matt Daly CPA, and Warren Broudy, Managing Director gave AUDIT presentation. For the 1st time in 10+ years. The Trenton Free Public Library has received a PERFECT AUDIT.
8. **Friends of the Library-** Patricia Tumulty FRIENDS President gave update on FRIENDS activities. Ms. Tumulty spoke at Dr. Seuss day here at the Library as well as attending meetings regarding fundraising.
9. **Financials** – Ann Zawartkay, board appointed accountant, provided the board with details of the library’s financials for February. Discussion ensued. Laura Polls, Archivist proposal for \$20,000 budget was approved (All in Favor). Funds will be used for repairs and appraisals of the Trentoniana Collection.
10. **Bill List** Deniece Johnson-Jacksons moved and Patricia Smith seconded the approval of the February Bill List.
11. **Administrative Report** – Patricia Hall, Operational Manager read administrative report as follows:
 - Trentoniana- Laura Polls, Archivist proposal for \$20,000 budget was approved (All in Favor). Funds will be used for repairs and appraisals of the Trentoniana Collection.
 - Circulation/Tech Services Weeding – Successful deletion of 1920 titles. 674 new titles added. Mary McBride, Tech Services has going to battle with the

Media Box. The system is constantly “OUT OF SERVICE” working with the company discussing newer models and trade-ins

- Visitors- According to the door counter we had 111,203 visitors in the month of February.
- Youth Service- Rebecca Franco Martin is working hard to get the Birth to 5yr. old program attended. Programming such as storytelling, slime making, STEAM, movies, Lego Club and game night continue to be successful.
- Outreach- Richard Jutkiewitz, Outreach Librarian has been working diligently with community partners for programming and use of the Libraries Space.

12. Personnel Changes-

- Shanshan Ming- Librarian 1 has submitted a resignation effective April 4, 2019. Ms. Ming’s Resignation has been accepted by the Board of Trustees.
- Shakeem Davis- End of temporary employment

13. Old Business –

- Budget FY 2019/2020- Elizabeth Yull moved and Deniece Johnson-Jackson seconded the approval of FY 2019/2020 Library budget. (All In Favor)
- Investments- Review of PNC investments and Trusts accounts. Board requested trust information. Lavern Rice abstained
- Free Library cards to Veterans – Patricia Smith moved and Lavern Rice seconded the approval for free library cards to veterans.
- E-color Poster – Elizabeth Yull moved and Andrew Fenwick seconded the approval of the purchase of color poster maker.
- May’s Board of Trustee Meeting – The Board has approved for the Mays meeting of the Board of Trustees be moved to May, 2 2019

14. New Business -

- State of the Library Address – The Trenton Free Public Library’s State of the Library Address will be held April 11, 2019 @ 6pm directly following the Board of Trustees Meeting
- Renaming of the Gallery - Tabled

15. Announcements – Aprils Board of Trustees Meeting will begin at 5:30 pm.

16. Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, April 11,, 2019 @ 5:30 pm

17. Executive Session – N/A.

18. Adjournment: The Library Trustees meeting adjourned at 7:24 pm

Respectfully Submitted,
Shanna Leggett,

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Recorder

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