

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

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

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

1. **Call to Order-** Deniece Johnson, Board President called the meeting to order at 6:09pm.
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 and Crystal Smith
4. **Agenda Approval** –Elizabeth Yull moved and Crystal Smith seconded the approval of agenda. Lavern Rice abstained
5. **Approval of Minutes of the October 10, 2019 Board Meeting-** Elizabeth Yull moved and Denise Johnson seconded the approval of minutes from October 10, 2019. Lavern Rice abstained.
6. **Open Public Address-** N/A
7. **Friends of the Library-** N/A
8. **Financials** – Ann Z (Accountant) Reported on the financials. Investments: three different bank proposals needed to make decision for investments discussion ensued.
9. **Bill List** – Crystal Smith moved and Denise Johnson seconded the approval of the current Bill List. Lavern Rice abstained.
10. **Administrative Report** – Rebecca FrancoMartin, Director, reported on the following:

October Highlights

- Sands Foundation meeting with Nikki Mosgrove from the City to procure future funding. The walk thru was October 25th.
- Met with Elena Peebles at East Trenton Collaborative and are working on partnering with her to provide library services through promotion at their center.
- Connecting with Urban Promises following Elena’s introduction for future programming ideas.
- The Youth Poetry Slam with Todd Evans on 10/26 was a huge success, videos of the readings were posted to social media.
- Diaper Giveaway in community room A, sponsored by United Methodist Church Maker’s place served over 200 families

Reference/Adult

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- Yoga will be returning in January with a new group, Isha. It will be once a month.
- Meeting with TCNJ for progression report on All of Us grant and set the date for Consumer Health Information Corner Kick-Off to be held Saturday, 12/7 11- 2pm
- Patrons unable to procure items through ILL obtained them through ILLIAD (Library of Congress).

Circulation

- After a meeting with Baker and Taylor as well as Ms. Sharon preview carts have begun to arrive in order to streamline the selection process and simplify orders.
- Circulation is remaining consistent and the weeding project in the stacks continues.
- A digital accrual policies for PTO were created in Time force to ensure accuracy in tracking staff time and an updated version of the daily scheduled has been created for easier access and detailing daily library happenings.

Trentoniana

- A page was hired specifically for Trentoniana and began working on the 30th.
- TCNJ Urban Communities students continue class at the library as well as utilization of Trentoniana. Mid-semester projects were presented at the library to the community.
- Laura and Lonnie attended the “I Am Trenton” Old Neighborhood grant meeting on the 30th and will be submitting to enlarge the mezzanine gallery and create an adult art club at the library.
- Check out our new arrival an antique phone booth.
- Patriot’s week details are finalized and we will have three lectures that are being promoted for this event.

Youth Services

- Spooktober Haunted Library Event was a huge success with 250 youth participants and 75 adult participants.
- Staff and Friends of the Library participated in Trenton PD Trunk or Treat on October 24th where 600 Children’s Calendars were dispersed as well as over 500 flyers for various programs and library brochures. We spoke with over 1,000 Trenton Residents regarding library services. Over 2,000 attended this event.
- New partnerships have been formed and class visits provided to International Charter School and Young Scholars Pre-School.
- 7 series of World Books were added to the Children’s Non-fiction collection.

Young Adult Room

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- Flooring lift has been addressed and corrections are being made as well as a claim to the manufacturer. Frank from ICI brought in Tony and Glenn who were in charge of flooring.

Maintenance

- The flag has been replaced and several trips to procure items for Trentoniana have been made.
- Flooring was added to the stacks to prevent restored paintings from being damaged once they are hung on the fencing installed, in the event they fall.
- An office was created in the old call center and is now in use.
- Meetings and oversight regarding completion in the teen room for flooring, electrical, and IT have been ongoing.
- Several projects are lined up to begin once the Teen Space is complete.

Technology

- Microsoft Office is due to end Support for the current version running on the library PCs and laptops. The new version will not be supported well, if at all by the technology currently being operated. An upgrade has to be done within the next several months. This includes lack of compatibility with Envisionware as well.
- James Hoschek from the City is our new IT person and Keith Davis is no longer with the City.

Concerns

- Trenton Police Department contract expired December 31, 2018
- Donation for holiday toy give away
- Epic has been contacted regarding security to possibly install cameras in the elevator and shop. In addition 4 cameras were down and need to be replaced. A fifth has gone down as well.

11. **Personnel Changes-** Essence Bannerman Bennett PT Page end of Temp. Employee.

12. Old Business –

- PO Linico and TPD Contract- Tabled for further discussion
- Notary Policy- Tabled
- Young Adult Flooring- Quality of work and cost discussion ensued
- Library Construction Bond Act- Director FrancoMartin gave update and informed BOT of RFP that are needed for project.

13. New Business-

- Emergency Guidelines- Director FrancoMartin will be updating policies and procedures.
- Supervising Library Assistant - Elizabeth Yull moved and Patricia Smith seconded the approval to hire Supervising Library Assistant. All in Favor
- Health Corner- Kick off December 7, 2019
- Ribbon Cutting for Young Adult Room- Monday, December 16, 2019
- Wedding Ceremonies in Reading Room- Discussion ensued

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- Barnes & Nobles- Book Fair 12/11/19 All day Affair- Library staff will be at B&N gift wrapping for donations as well receiving a portion of proceeds that will received in a gift card or credit to be use for Summer Reading program.
- Medicare Part B (Retirees) City of Trenton made the Library aware that retired employees of the Library would be added Medicare Part B List bringing the total from 8 employees to 16 employees.

14. **Announcements** – Staff Holiday Party Sat.12/14/2019

15. **Date of Next Meeting:** December 12, 2019

16. **Executive Session** – 7:25 PM

17. **Adjournment:** 7:58 PM

Respectfully Submitted,
Shanna Leggett,
Recorder

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