

The Trenton Public Library Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
October 10, 2019 at 6:00 pm

Trustees Present: Deniece Johnson, Elizabeth Yull, 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 6:07 pm.
2. **Announcement of compliance with the Open Public Meetings Law-** Rebecca Franco Martin, Director
3. **Roll call for Quorum-** Elizabeth Yull, Deniece Johnson Patricia Smith, Lavern Rice
4. **Agenda Approval** –Elizabeth Yull moved and Lavern Rice seconded the approval of agenda.
5. **Approval of Minutes of the September 12, 2019 Board Meeting-** Lavern Rice moved and Elizabeth Yull seconded the approval of minutes from September 12, 2019.
6. **Open Public Address-** N/A
7. **Friends of the Library-** N/A
8. **Financials** – Ann Z (Accountant) Reported on the financials. Discussion ensued
9. **Bill List** – Amendment to the bill list adding City of Trenton Police Dept. Lavern Rice moved and Patricia Smith seconded the approval of the current Bill List as amended.
10. **Administrative Report** – Rebecca FrancoMartin, Director, reported on the following:

September Highlights

- Provided outreach at Ciclovía and Pride Fest
- Partnership with TCNJ strong in regard to Trentoniana and Salika A. Lawrence, PhD Professor and Campbell Endowed Chair of Urban Education instructing class to provide urban experience within the library community.
- Social media presence increasing for Trentoniana
- Board members Deniece and Liz shadowed staff on Trustee’s Day 9/24
- Archivist Laura’s 4th Anniversary 9/22 17 additions to special collections
- Continued meetings with various community partners

Reference/Adult

- ILL back in operation - 23 packages shipped this month
- Continuing with health programming: pain management & YWCA breast cancer awareness
- Professional Development: PLA webinar, Jungwon, Tools for Building Digital Skills with Your Patrons and Staff

Circulation

- Transfer of phone services complete so all services are at Circulation Desk

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- Call center is officially Melanie's new office.

Youth Services

- Interviews are complete and a new librarian hired who speaks Spanish. Will begin on November 12, 2019

Young Adult Room

- Notice from Teknion that the product shipment scheduled for 10/16 is going to be delayed. The laminate is on backorder and will delay the shipment by another 10 business days.

Staff Day

- Successful event. Follow up with survey for our next staff day.

Concerns

- State Aid 2019: Trenton Public Library will receive the same amount this year as last year, but next year I will add a special adjustment to make up for the amount that should have been paid this year. So basically this year you will receive approximately \$22,000 but next year you will receive (as long as all minimum standards are met) approximately \$66,000 (Full amount of \$44,000 plus the missing \$22,000 from this year). Please let me know if you have any questions.
- Elevator - patron stuck on elevator approximately 20 minutes on 10/2

11. **Personnel Changes-** New Outreach Librarian 1- Lonnie Johnson

12. **Old Business –**

- \$200.00 Grant The Symposium- Digital Calendar
- Trustee Day- Board Member got to work with TFPL staff to see what daily operations are like and to assist staff for 4 hours.
- Staff Day- Fire drill, safety workshop and team building exercises was part of the all Staff day agenda. Certificate for completion of fire drill. All staff provided refresher on library services in all areas. Board Member Lavern Rice donated items like tissue, hand sanitizer, lip balm, etc. To give to all staff members.
- Coil- Director FrancoMartin gave an update on the coil issues discussion ensued

13. **New Business-**

- Laura Poll (Archivist) Requested (2) local College or University students as paid interns for Trentoniana. Elizabeth Yull moved and Patricia Smith seconded the approval of hiring (2) new paid interns for Trentoniana. All in Favor
- Supervising Library Asst.- Tabled
- Fire Escape Plan- YOU ARE HERE maps are needed
- City Y feeding Program- Health inspection passed waiting for Fire certificate to begin program.
- Fresh Start Reentry Program- Director FrancoMartin has attended meetings to discuss the reentry program. Program will include PT social workers on site to

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assist under the direction of Jondhi Harrell the program Director from the NJ State Library. Lonnie Johnson our Outreach Librarian will be the contact at the library.

- Day before Thanksgiving- All in favor of 1pm closure the day before Thanksgiving.
- 10K gallon oil tank- City of Trenton has begun inquiries into underground oil tank.
- State Aid 2020- Director FrancoMartin
- Petty Cash- All in Favor \$500.00 cash on site.
- Notary- All in Favor for staff members to become Notary's for the Library.
- Children's Room- Will now be open to 8 pm Mon-Thurs.
- Grounds for Sculpture Passes- Passes will no longer be available as of Feb. 2020. Ground for Sculptor will be discontinuing Library passes.
- Windows- Director FrancoMartin and Facilities Supervisor Telly Brown are getting estimates for the windows to be replaced.
- Officer Linico- Discussion ensued about hiring Officer Linico on a contract.
- \$254,000 city surplus funds received
- Board Terms- Recommendations from Board Members.
- PLA Mini Grant: affordable Health Care Act-Jungwon Devone (User Assessment Librarian) obtained a \$500.00 grant to provide incentives and promotional materials for program kick off November 21, 2019.
- Recommendation Letter- The Board will provide individual letters of recommendation for Ms. Patricia Hall

14. **Announcements** – N/A

15. **Date of Next Meeting:** November 14, 2019

16. **Executive Session** – N/A.

17. **Adjournment:** 7:47 PM

Respectfully Submitted,
Shanna Leggett,
Recorder

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