

Library Trustees Meeting September 12, 2019.

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

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

Library Liaison: Robin Vaughn, City of Trenton Councilwoman

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

1. **Call to Order-** Deniece Johnson Jackson, Board President called the meeting to order at 6:05pm.
2. **Announcement of compliance with the Open Public Meetings Law-**Rebecca FrancoMartin, Director
3. **Roll call for Quorum-** Crystal Smith, Elizabeth Yull, Deniece Johnson-Jackson, Rick Kavin, Patricia Smith, Lavern Rice
4. **Agenda Approval** –Elizabeth Yull moved and Patricia Smith seconded the approval of agenda.
5. **Approval of Minutes of the August 8, 2019 Board Meeting-** Elizabeth Yull moved and Lavern rice seconded the approval of minutes from August 8, 2019. Rick Kavin abstained
6. **Open Public Address-** Patron (Lolly) expressed her interest in the Library
7. **Friends of the Library-**Friends (Patricia Tumulty, President) gave report on Friends activities. Friends was awarded a grant for \$600.00 from I Am Trenton. Friends will use monies toward the “Books & Barbers” initiative
8. **Financials** – Ann Zawartkay presented financial for July and August discussion ensued
9. **Bill List** –Patricia Smith moved and Lavern Rice seconded the approval of the current Bill List.
10. **Administrative Report** – Rebecca FrancoMartin, Director, reported on the following:

August Highlights

- Grant conference \$10k Quakers, \$500 I Am Trenton, \$500 to Friends, \$200 Halloween
- Princeton Festival Programs - target population YA (open to all). Opera
- Professional staff & Page meetings detailing expectations & staff concerns
- Millennium Strategies Meeting: grants
- Continued B&T meetings regarding YA collection
- Quakers Meeting for technology grant
- Officer Colon - police scheduling & concerns
- Meetings with key stakeholders: Keith, electrician, Mark, Core Mechanical, Mayor Gusciora
- 2020 Census Job Opportunities
- ESL Classes - Wed. & Saturday

Library Trustees Meeting September 12, 2019.

Library Trustees Meeting September 12, 2019.

- Library Brochure
- Recruiting for 2 Librarian 1 positions
- Upcoming events to attend (flyers)

Reference/Adult

- State Library update to Jersey Cat - ILL system glitch
- B&T orders increasing
- Media Box issues typically side A now disabled & utilizing side B
 - Poor communication with company
 - No renewal?
- Health Corner purchasing list sent to TCNJ
- Social Media stats down for the last two months

Circulation

- 160 New library card accounts - does not include 200+ from BOE Back to School Event
- Decrease in Circulation from 2016 by 8,701 although with library being open this Summer increase from August 2018 at 3,812 to 5,285 this August - part of FY '20 goals
- Building up Urban Fiction Collection which is highly popular

Youth Services

- End of Summer Reading Party "Eyes of the Wild" - huge success 38 youth patrons attended (with adults over 50)
- Class visits currently scheduled for upcoming months
- Overall attendance 557

Young Adult Room

- Met with Frank Quinn - material samples
- Electrician awaiting permits
- Paint picked up and work begun
- Collection ready & B&T happy to send volunteers to assist with shelving

FY '20 Goals/5 Year Strategic Plan

- Present FY '20 goals
- Discuss creation of committee to develop Strategic Plan

11. Personnel Changes

- Community Outreach Librarian- Richard Jutkewitz, resigned in good standing
- Operational Manager, Patricia Hall- Farwell Event
- Page- Ashley Evans resigned in good standing

12. Old Business-

- YA Update – Crystal Smith gave an update discussion ensued
- NJ Library Construction Bond Act- Director FrancoMartin gave presentation vote needed to move forward with obtaining proposals for 2 architectural

Library Trustees Meeting September 12, 2019.

Library Trustees Meeting September 12, 2019.

renderings. This would allow the library to submit a grant requesting the rehabilitation of the adult reference area and or the re-pointing of the historic portion of the library along with rehabilitation of the reading room due to water damage.

- Grant Monies- Sands Foundation will possibly match funds from grant.

13. New Business-

- Staff Day. Board approved closure on October 4, 2019 for all Staff Day.
- Strategic Plan- Director FrancoMartin gave details of strategic plan for Library for next 3-5 years.
- Librarian Search- Interviews are being conducted for Community Outreach Librarian and Youth Service Librarian.

14. Date of Next Meeting: October 10, 2019

15. Executive Session – 7:30 pm

16. Adjournment:7:50 PM

Respectfully Submitted,
Shanna Leggett,
Recorder

Library Trustees Meeting September 12, 2019.