

Library Trustees Meeting, March 12, 2020.

**The Trenton Public Library Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
March 12, 2020 at 6:00 pm**

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

Library Liaison: Robin Vaughn

Staff Present: Rebecca FrancoMartin, Director and Shanna Leggett, Administrative Assistant

1. **Call to Order-** Deniece Johnson, Board President called the meeting to order at 6:00 pm.
2. **Announcement of compliance with the Open Public Meetings Law-**
Rebecca FrancoMartin, Director
3. **Roll call for Quorum-** Deniece Johnson, Elizabeth Yull, Patricia Smith, Rick Kavin, Crystal Smith and Lavern Rice.
4. **Agenda Approval** – Elizabeth Yull moved, and Patricia Smith seconded the approval.
5. **Approval of Minutes of the February 12, 2020 Board Meeting** – Patricia Smith moved, and Lavern Rice seconded the approval of February minutes.
6. **Open Public Address** – N/A
7. **Friends of the Library-** Patricia Tumulty, President gave update on FRIENDS activities, events and participation in the Library special events and Kick-offs
8. **Financials** – Ann Zawartkay, presented the financials for February 2020, discussion ensued.
9. **Bill List** – Lavern Rice moved, and Crystal Smith seconded the approval of the February Bill List.
10. **Administrative Report** –
March 2020 Board Meeting
Professional Development
 - Evaluations with Deniece
 - Sharon attended workshop - African American Cemeteries
 - Mimi PLA**Staff**
 - Interviews complete, a Librarian has been hired and will start on March 23rd
 - Worker’s Comp for Page due to injury**Library Miscellaneous**
 - W.B. Mason sale and improvements.
 - Radio Interview, 2/13 WIGM: went well
 - Looking into ideas to revitalize Friends of the Library group

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Collection Development

- Adjustments to Librarians in charge of portions of collection
- Media Box will be phased out in order to supplement other services more needed provide marketing for Library
- Increase DVD collection by using same system as that of CDs
- Call with B&T CSM Randy Boecker, will not renew Collection HQ, expense outweighs need. Change barcodes on GN due to reverse nature of how read.

Meetings

- NJEA - Angela Coxen how can we get Library cards to all children in schools
- Working on meeting with Business Admin: to discuss upcoming budget
- 2/18 Legislative Visit with Assemblywoman Bonnie Watson Coleman

Reference/Adult

- 2/20 Kickoff Fresh Start program- approx. 40-50 in attendance, successful

Youth Services

- Community Organization: Chosen Generation balance relationship
- 2/24 YA Lounge Grand Opening with author at event
- Patron- security incident with child believed lost Nintendo Switch
- 2/28 Outreach City Hall Black History Month

Maintenance

- Bill for services from Peterson's high due to repairs for gas leak. Resolution after Telly called
- Cost estimates for main entrance handicap doors and ramp: CDBG. Spoke with Fara

Concerns

- Work toward solution for supervising position in the future: Librarian 3
 - Librarian 3 position

11. Personnel Changes- N/A

12. Old Business –

- Strategic Plan for Library Committee C. Smith, Deniece Johnson, Elizabeth Yull and Director FrancoMartin have set up a date via conference call to begin discussion.
- Audit Update- The Auditors plan to present at April 2020 meeting.
- Library Construction Bond Act-
 - Resolution for dedicated funds- Director FrancoMartin presented 3 proposals for projects discussion ensued.
 - What Direction to go? The Board has voted All in Favor for Proposal 1 for \$790,146 project.
- Notary Policy- Elizabeth Yull moved and Crystal Smith seconded the

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approval of notary policy. All in Favor.

13. New Business

- Insurance Renewal- Borden and Perlman 6/25 discussion ensued.
- State Aide FY 2021 – Director FrancoMartin gave update on progress of State Aide application and addressed the ability to keep accurate data.
- Mural Proposal for YA – Board request samples of work from artist interested in painting the mural.
- Utilization of fund (Kearny Trust)
 - Mural
 - Updates for children’s office
 - Signage for library building
 - New patron counter
- Coronavirus and Library Services – Postponement of all Library programs until further notice. Crystal Smith moved and Deniece Johnson seconded the motion to postpone all library programs until further notice due to the severity of the Coronavirus Outbreak. All in Favor
- Sue Perez- All in Favor for 3 month

14. Announcements –N/A

15. Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, April 9, 2020 @ 6:00 pm

16. Executive Session – The Board members went into Executive Session at 7:34 pm

17. Adjournment: Meeting adjourned at 7:39pm

Respectfully Submitted,
Shanna Leggett,
Recorder

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