

Library Trustees Meeting, April 9, 2020.

The Trenton Public Library Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
April 9, 2020 at 6:00 pm

Trustees: 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 6:06 pm. Via ZOOM
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 Rick Kavin seconded the approval.
5. **Approval of Minutes of the March 12, 2020 Board Meeting** – Lavern Rice moved, and Elizabeth Yull seconded the approval of March minutes.
6. **Open Public Address** – N/A
7. **Friends of the Library-** N/A
8. **Financials** – Ann Zawarkay, presented the financials for March 2020, discussion ensued.
9. **Bill List** – Crystal Smith moved, and Lavern Rice seconded the approval of the amended March Bill List added ICI Final Payment. All in Favor
10. **Administrative Report** –
Director’s Report April 2020 Board Meeting
Prior to Closure
 - Trentoniana, Archivist and assistants packed up Trentonian photograph and research file, microfilm, and some hard copy issues. They were picked up by maintenance and are now being stored at the Library.
 - 67 Library cards were created in the two weeks we were open.
 - Measures were implemented within the Library for increased sanitizing of spaces, especially high traffic, and social distancing rules were instituted.
 - Programming and outreach were canceled beginning March 14th, 2020.
 - Dr. Seuss Read Across America party was held March 7th with over 75 people in attendance. Mayor Gusciora read to the children during the event. Fresh Start Program Manager provided free face painting with assistance from staff and former staff.
 - The Conserve Wildlife Foundation provided a Bald Eagle program March 10th. The March 28th program was cancelled due the pandemic. Conferred with local officials regarding the pandemic in order to make an informed decision regarding closures.

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During Closure

- **Positive News:** Princeton Area Community Foundation: Schaefer/Batterman Family Fund donated \$5,000, unrestricted.
- Grant from First Books (Courtesy of New York Life) to purchase books to distribute to Trenton youth. Reached out to partner with the City to distribute the books with the Grab n Go meals.
- Staff have truly been amazing with the adjustment to working from home and ensuring our patrons will continue to receive services, monitoring daily responsibilities they are able to from home, and finding creative ways to engage, as well as communicating with one another.
- There have been numerous Zoom meetings as new mode of communication and collaboration, in addition to telephone conferences with NNLM (National Network of Libraries of Medicine Grant) TCNJ, Weekly COVID info-sharing with City Partners-Government Officials, Staff meetings, Library Budget discussion with City, Business Administrator, Local Government officials, community partners and lawyer.
- Participations various webinars for professional development, including those pertaining to COVID, presented by the Public Library Association
- Social Media usage is up due to increased patron participation and staff use to disseminate information. In order to provide services to patrons we have increased digital resources as well ensuring they have access to reliable information related to the Public Health Crisis such as COVID-19 Information Page, Census 2020, Consumer Health, and Food and Housing all found under the Community Resources tab on our website. To assist children, teens, and their families with resources while being educated at home there is a Youth Services page in English and Spanish that contains educational information and resources for youth, parents/caregivers, and teachers. Along with some fun sites to explore and keep busy! Online Resource Additions include: Tumble Book Library, Tumble Math, Audio Book Cloud, Romance Book Cloud, and Flipster Digital Magazine Service
- Zoom account was created for Library using, Hootsuite social media manager, to assist staff and Canva for non-profits in order to create flyers and social media postings for those that do not have digital access we are posting updated flyers to the windows at main entrance to the Library and dispersing information to local community partners
- Temporary, 60-day, Library e-cards are being issued to ensure all community members in need of library resources have access at this time. 19 were created our first week restrictions have been lifted from patron accounts with fines of \$5 or more for the duration of this closure to allow access to resources as well. We continue to partner with the community sharing information and setting up free offerings such as Art Classes from Artworks.
- Our Archivist is preserving what we are living today, that will one day become history with a survey for adults and one for children to detail what they are experiencing during this Public Health Crisis. This may be done in any format, artwork, poetry, photographs, or something else. This can be found on our website under Trentoniana, Local History & Genealogy. We continue to receive messages via phone and email and are currently working on a live chat option allowing patrons to communicate directly with a Librarian from a link on our homepage. Staff are utilizing this time to update policies, seek professional development opportunities, create how-to's for patrons, find

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creative ways to offer programs via social media or You Tube a web developer is assisting with the creation of our new website that will be more user friendly for patrons and staff.

- Summer Reading plans are in the works, with various versions as well as rescheduling programming that had to be postponed, some of which will be done virtually

11. **Personnel Changes-** A Community Outreach Librarian has been hired.

12. **Old Business –**

- Strategic Plan for Library Committee C. Smith, Deniece Johnson, Elizabeth Yull and Director FrancoMartin have had their first strategic planning meeting via Zoom
- Audit Update- The Auditors have presented Audit 2018- 2019. The Library had no findings.
- Library Construction Bond Act Update- Mechanical Engineer has surveyed the Library Building. The Grant submission deadline has been moved to June 2020

13. **New Business –**

Library Closure – The Library has been closed since Monday, March 16, 2020. The Libraries maintenance continue to clean and sanitize on a weekly rotating schedule.

14. **Announcements –N/A**

15. **Date of Next Meeting:** The next scheduled Board of Trustees meetings is Thursday, May 14, 2020 @ 6:00 pm VIA Zoom

16. **Executive Session – N/A**

17. **Adjournment:** Meeting adjourned at 7:10pm

Respectfully Submitted,
Shanna Leggett,

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