

Library Trustees Meeting, May 14, 2020.

**The Trenton Public Library Minutes**  
**Board of Trustees**  
**Main Library 120 Academy St, Trenton NJ 08608**  
**May 14, 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 6:02 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 Lavern Rice seconded the approval of agenda.
5. **Approval of Minutes of the April 2020 Board Meeting** – Lavern Rice moved, and Patricia Smith seconded the approval of April minutes.
6. **Open Public Address** – N/A
7. **Friends of the Library-** N/A
8. **Financials** – Ann Zawartkay, presented the financials for April 2020, discussion ensued.
9. **Proposed FY '21 Budget-** Director FrancoMartin presented proposed FY '21 budget. Board reviewed and discussed the budget for FY '21 Elizabeth Yull moved to approve proposed budget and Crystal Smith seconded the approval of proposed budget. All in Favor
10. **Bill List** – Crystal Smith moved, and Patricia Smith seconded the approval of the April 2020 Bill List.
11. **Administrative Report** –  
**Director's Report May 2020 Board Meeting**

**Staff**

- Professional development continues with staff watching and sharing webinars on various topics
  - Response to COVID in a time of crisis
  - Managing stress
  - Virtual services
  - Best Practices in library services: homelessness, bias, oral history, collection development

Library Trustees Meeting, May14, 2020.

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- Bi-weekly meetings with staff in groups full time and part-time pages

### **Library Services**

- 35 library cards created
- 4 patrons renewed library materials, regardless of current policy
- Trentoniana Flickr albums of past exhibits/displays of Mezzanine/Display Cases
- Adult Art Club on YouTube and Facebook
- Social Media sharing and engagement continually increasing for Library and Trentoniana
- Summer Reading planning
  - Adults, teens, children
  - Take home crafts for toddlers through school age
  - Virtual programs for teens - vlogging
  - Web based platform READsquared
- Grant out for STEM Maker boxes
- 1000 Books Before Kindergarten
- Planning for increase in virtual services, individual appointments via phone, to assist with needs following pandemic from job searching, resume writing, seeking resources and providing a contact.
- Webinar classes from community partners: ArtWorks, Avanzar -trauma informed job placement for displaced homemakers, THT, Broadway Play virtually

### **Collection Development**

- Long been member of E-Library NJ consortium, never active, nor ordered materials
  - Adult Librarian now on committee and a significant budget provided to increase selection for our patrons
  - Urban Fiction: 50 new titles ready to order with another 94 awaiting to replace missing or lost items from collection
  - Adult Graphic Novels development assigned to new Librarian with strong background in this area
  - Over 300 adult, young adult, children's, reference, and audiobook awaiting shipment from warehouse
  - Proforma invoices to be created to ensure we wrap up spenddown of FY '20 funds
  - DVD and CD orders from Midwest Tape also awaiting shipment with proforma invoices coming
  - 500 missing/lost items deleted from TLC catalog to clean up records

### **Miscellaneous**

- Thank you for your kind words on final evaluations.  
Met with Board President Deniece Johnson to discuss.
- Arcadia publication was proofread regarding Trenton's fire companies that includes numerous documents and photographs from Trentoniana

Library Trustees Meeting, May14, 2020.

**12. Personnel Changes- N/A.**

**13. Old Business –**

- Strategic Plan update- Committee is working on Core Value Ideas. Ideas will be presented at a later date. Community Partners are needed. Due to Covid-19 pandemic there has been a delay.
- Covid-19 Reopening Plan for Library- Director FrancoMartin is following all State updates and is working on a phased plan of reopening.
- Donation Button- Has been added to the new website. Which allows patrons to support their Library with a simple click of a button.
- New Website- Has gone live as of 5/14/2020. The new website was created to be more user friendly. Digital components have been added considering this pandemic.

**14. New Business –**

- Fine Free – For the months of June, July and August the Library will be fine free Crystal Smith moved and Elizabeth Yull seconded the approval of 3 Months of Fine Free. All in Favor
- Capital Funds Resolution- Will be presented at next board meeting 6/11/2020
- Board Nominations – Lavern Rice nominated Deniece Johnson for President Deniece Johnson and Lavern Rice nominated Elizabeth Yull for Treasurer Elizabeth Yull and Lavern Rice nominated Rick Kavin for Recording Secretary Voting will take place at June 2020 Board Meeting.

**15. Announcements –** Students @TCNJ will be doing a presentation on the Library Construction Bond Act Fri. May 15, 2020 5-7 pm

**16. Date of Next Meeting:** The next scheduled Board of Trustees meetings is Thursday, June 11, 2020 @ 6:00 pm VIA Zoom

**17. Executive Session –** N/A

**18. Adjournment:** Meeting adjourned at 7:31pm

Respectfully Submitted,  
Shanna Leggett,

Library Trustees Meeting, May 14, 2020.

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