

**The Trenton Free Public Library Board of Trustees**  
**Main Branch, 120 Academy Street, Trenton, NJ 08608**  
**August 13, 2020 at 6:00pm**  
**[Meeting in Person and via Zoom]**

**Trustees:** Deniece Johnson (President), Elizabeth Yull (Treasurer), Rick Kavin (Recording Secretary), Lavern Rice (*via Zoom*), Crystal Smith, and Patricia Smith

**City Council Liaison:** Robin M. Vaughn (*not present*)

**Staff:** Rebecca FrancoMartin (Director) and Shanna Leggett (Administrative Assistant)

**1. Call to Order**

- a. Deniece Johnson, Board President, called the meeting to order at 6:02 pm

**2. Announcement of compliance with the Open Public Meetings Law**

- a. Announced by Director Rebecca FrancoMartin

**3. Roll Call for Quorum**

- a. Deniece Johnson, Elizabeth Yull, Patricia Smith, Lavern Rice, Crystal Smith, and Rick Kavin

**4. Agenda Approval**

- a. Elizabeth Yull made the motion to approve the August agenda
- b. Patricia Smith seconded the approval of the agenda
- c. **Motion passes 6-0**

**5. Approval of Minutes**

- a. June 11, 2020 Board Meeting (*tabled from July meeting due to Shanna Leggett's absence*)
  - i. Elizabeth Yull made the motion to approve the minutes from the June 2020 Board meeting
  - ii. Patricia Smith second the motion
  - iii. **Motion passes 6-0**
- b. July 9, 2020 Board Meeting
  - i. Patricia Smith made the motion to approve the minutes from the July 2020 Board meeting
  - ii. Elizabeth Yull second the motion
  - iii. **Motion passes 5-0 (Crystal Smith abstained due to her absence from the July meeting)**

**6. Open Public Address**

- a. Two members of the public present via Zoom
- b. Ned can speak on the perspective of a Page

**7. Friends of TFPL**

- a. (*no Friends present*)

**8. Financials**

- a. (*see "July 31, 2020 financial reports" from Ann C. Zawartkay, CPA, CGMA*)

- b. First month of new FY
- c. Budget comparison is month-to-month (rather than compared against the full fiscal year)
- d. Ann will provide both month-to-month and full year comparisons moving forward

## 9. Bill List

- a. (*see "TFPL AUGUST 2020 UNPAID BILLS"*)
- b. Approval of Bill List
  - i. Crystal Smith made the motion to approve the August bill list
  - ii. Patricia Smith seconded the approval of the bill list
  - iii. **Motion passes 6-0**

## 10. Administrative Report

- a. Library Services
  - i. Circulation has been remaining fairly steady since reopening – 1,496 circulations in July (pretty good, especially considering shortened hours, limited patrons, etc.)
  - ii. 17 Library cards issued (15 in person, 2 e-cards)
    - 1. Some patrons still using temporary cards, which last for 60 days
    - 2. E-Cards will be extended, since youth are using them for educational purposes
  - iii. Weeding of collections continues in earnest: adult biographies and religion, easy, easy reader, biographies in Children's, and DVDs
  - iv. Adult Spanish fiction and non-fiction have been moved into the Reading Room to provide easy access and promotion of the collection
  - v. Computer use, fax, and printing are in high demand for patrons returning to the Library
    - 1. 506 computer sessions
    - 2. 292 pages faxed
- b. Outreach
  - i. Attending small venues when requested and where social distancing measures are in place:
    - 1. Isles Children's Garden
    - 2. Trenton Recreation Center
    - 3. Center for Child & Family Achievement
    - 4. Chosen Generation
    - 5. Clemente Park
  - ii. Trying to encourage youth to obtain Library cards in preparation for upcoming remote school year
- c. Programs
  - i. Continue to provide majority virtual with a few small outdoor events in person for youth
    - 1. Experts in Arthritis (V), Avanzar (V), 6 YA patrons visit, Fun in the Garden (IP), Nature Story Time in the Garden (IP), Preschool Craft (IP)
    - 2. Total of 743 served for Youth Services
- d. Miscellaneous
  - i. African American Collaborative of Mercer County
    - 1. Want to bring five individuals to advertise with video promotion
  - ii. Cicolvia/Art All Day (Sept. 19) – Participation in outreach and gallery display from our patrons if current COVID policies remain in place

- iii. Census promotion continues
  - 1. Grant of \$1600 awarded from NJLA
  - 2. Partnering with the City and Isles
  - 3. Some patrons have come to the Library for assistance with the Census
- iv. Lawyer consulted throughout the month on several topics
  - 1. Including RFP for security services
- v. Staff updates
  - 1. Boosting morale due to the circumstances of this year
- e. Board Q&A
  - i. Laptops still being loaned to those in need
  - ii. Meal sites to continue at least until school starts – will reassess needs once the school year begins again

## 11. Personnel Changes

- a. *(no personnel changes)*

## 12. Old Business

- a. Technology Upgrade
  - i. Stages/Cyber Security Assessment
    - 1. Never done in Library
    - 2. Done to prevent breaches and other security issues
    - 3. Worked with Ann to adjust allotted funds
    - 4. ~\$12,000 taken from Reference Room budget
  - ii. Estimates for equipment above RFP threshold – Rebecca working to create RFP
  - iii. Wiring needs to be updated – three cost estimates (under threshold)
  - iv. Office 2019 for new PCs – cost estimates (under threshold)
  - v. Team Viewer, which allows for remote access for IT personnel on any Library computer
    - 1. Library staff can also assist patrons remotely for social distancing purposes
  - vi. Servers donated by the City – City will install in preparation of new wiring installations, etc.
- b. Library Reopening Updates
  - i. Hours adjustment
    - 1. Saturdays are VERY slow
    - 2. Rebecca would prefer to open Monday-Friday (same as lunch program) due to patron and staff needs
    - 3. Staff currently alternates in “teams” to keep safe from COVID exposure. Moving forward:
      - a. A → Wednesday/Friday
      - b. B → Tuesday/Thursday
      - c. A/B will alternate every other Monday
    - 4. New hours 11-7 on Monday, 9-5 on Tuesday-Friday, and no weekends
      - a. Crystal Smith made the motion to approve the schedule change
      - b. Patricia Smith seconded the approval of the schedule change
      - c. **Motion passes 6-0**

- ii. Department of Education meeting
  1. Rebecca anticipates increased student/youth attendance once the school year begins again
- c. HVAC
  - i. Bid process in motion

### 13. New Business

- a. Rick: City Partnerships Roundup
  - i. OneBook Trenton
    1. City-wide ‘Book Club’ to read *Kindred* by Octavia Butler
    2. Graphic novel and audio play companions
    3. Year-long program with associated events, speakers, etc.
    4. Promotion and announcement at Art All Day/Ciclovía
  - ii. Re-Entry / Fresh Start
    1. Complement each other’s programs to assist residents returning from incarceration
    2. Also plan to partner with Mercer County OneStop
  - iii. (LGBTQ) Community Conversations
    1. Met with Hyacinth, the Pride Center of New Jersey, and other stakeholders
    2. Likely to be held on a Friday in September
  - iv. “Reading with Reed (and Maria!)”
    1. Recurring program after success of ...*And Tango Makes Three* for Pride Month
    2. Mayor to read stories with culturally and socially relevant themes
    3. Dir. Maria Richardson to read a story in Spanish
    4. Room for expansion!
  - v. TCNJ Student Worker update
    1. TCNJ to go all online – may have less students available
    2. Library requested a Page
- b. Rebecca: Logo use by community partners
  - i. Currently, logo *not* able to be used by partners for promotional events, flyers, etc.
  - ii. Motion to Allow for Use of Logo by Community Partners with Prior Approval from the Director
    1. Patricia Smith made the motion to allow for the use of the Library’s logo with prior approval from the Director
    2. Crystal Smith seconded the use of the logo
    3. **Motion passes 6-0**
- c. Elizabeth: Genealogy database
  - i. Various sources for newspapers, census reports, birth/death/marriage certificates, etc.
  - ii. Library can subscribe to these databases
  - iii. Rebecca will look into costs and features of the various databases
- d. Crystal: Equity, Diversity, Inclusion, and Social Justice in the Library
  - i. Community Healing Reading List
    1. How to bring patrons/residents feel more at ease, welcome, included, etc.?
    2. Reading list available on website (with links to other relevant sites)
    3. Crystal: formal section in Library for books on these topics
  - ii. Avanzar webinar/community discussion

1. Trauma-informed discussion of anti-racism, social justice, etc.
2. Low “live” participation, but high viewership of recordings

#### **14. Executive Session**

- a. Session began at 7:21pm

#### **15. Announcements**

- a. Deniece: City Museum planning to open September 26
  - i. Quilt Exhibition was very successful in the past, can we plan to have a display at the Library in the Spring?
  - ii. Deniece will consult with the quilters to gauge interest in hosting an event at the Library
- b. The next regularly scheduled Board of Trustees meeting is Thursday, September 10, 2020, beginning at 6:00 pm

#### **16. Adjournment**

- a. Elizabeth Yull makes a motion to adjourn
- b. **There were no objections**
- c. Meeting adjourned at 7:36 pm

Respectfully submitted,  
Rick Kavim