

**The Trenton Public Library
Minutes Board of Trustees
Main Library 120 Academy St, Trenton NJ
July 09, 2020 at 6:00 pm**

Trustees: Deniece Johnson (President), Elizabeth Yull (Treasurer), Rick Kavim (Recording Secretary), Lavern Rice (Board Member), Crystal Smith, (Board Member), and Patricia Smith, (Board Member)

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

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

1. Call to Order

- Deniece Johnson, Board President called the meeting to order at 6:04 pm

2. Announcement of compliance with the Open Public Meetings Law

- Announced by Director Rebecca FrancoMartin

3. Roll call for Quorum

- Deniece Johnson, Elizabeth Yull, Patricia Smith, Lavern Rice, and Rick Kavim

4. Agenda Approval

- Deniece Johnson added Trustee Biographies be added to “New Business”
- Elizabeth Yull made the motion to approve the agenda as amended by Deniece
- Patricia Smith seconded the approval of the agenda
- **Motion passes 5-0**

5. Approval of Minutes

- June 2020 Board Meeting- Tabled until August 2020
- July 2, 2020 (Emergency Reopening Board Meeting)
- Patricia Smith made the motion to approve the minutes from the Emergency Reopening Board Meeting
- Elizabeth Yull seconded the motion
- **Motion passes 5-0**

6. Open Public Address -One member of the public present via Zoom (*no public comment*)

7. Friends of TFPL - (*no Friends present*)

8. Financials- Ann Zawartkay CPA, presented the financials for June 2020 discussion ensued

- Security under budget because of Library closure due to COVID-19
- First month of closure paid, but subsequent months not
- Grant from PACF (Prince Area Community Foundation) came in June
- Media box and related charges eliminated, so technology expenses under budget
- \$43,000 from operating surplus for Young Adult Room (rather than the budgeted \$200,000), accounting for a significant savings compared to the budget
- Trenton Police contract to be re-established

9. Bill List -Approval of Bill List

- Patricia Smith made the motion to approve Bill List
- Rick Kavin seconded the motion
- **Motion passes 4-0-1 (Lavern Rice abstained)**

10. Administrative Report

Youth Services

- Take home craft bags for weekly crafts to do at home
- Information packets shared to Trenton Recreation Center, Grab n' Go meal distribution, and digital copies sent out to schools, media specialists, and preschools.
- Trenton Makes Grant (SFF) pallet of books ordered, received, and distribution has begun.
- Summer Reading Kickoff held June 15th, virtually with Magician Ari Felber
- Food program has begun
- Painting obstacle course on library sidewalk

Technology

- Website has Donate button and updated information on library services/reopening

Adult/Library Services

- 60 E-library cards and 2 resident accounts (total of 62)
- Curbside 158 total circulation
- Faxing has resumed: 35 pages since curbside began
- Social Media continues to blossom with over 2,000 engagements combined for FB, IG, Twitter for the Library and about 50 new subscribers to Trentoniana outlets
- Creation of signage to promote library reopening, social distancing, upcoming programs
- Archivist completed recertification to the Academy for Certified Archivists
- Jewish Historical Society oral histories continue to be transcribed & Bicentennial Project oral histories were inventoried and boxed for storage.
- Approval for PLA Libraries Lead with Digital Skills grant to provide G-Suite Certification
- July 17th Community Conversation: Small Business Recovery

Collections

- TV Series expanded and new movie releases purchased
- Meeting with B&T reps for check-in and to address labeling of Manga (comics/gn originating from Japan)
- Expanding Community Healing Reading List to focus on racial literacy and racial trauma and to complement the Avanzar program: Trauma Informed Self Care Avanzar's Vision is to strive to be the premier Social Justice Agency focused on inclusiveness with a Mission to empower individuals and families.

Miscellaneous

- June 12th Governor's Meeting with Librarians
- School Reopening Sub-committee to be established
- Fresh Start on hold due to pandemic

- Institute of Museum and Library Services: Laura Bush 21st Century Librarian Programs: inquiring as to the possibility of applying for Lifelong Learning to develop diverse workforce of librarians.
- New Wi-fi to be turned on next week with dramatically increased speed

11. Personnel Changes

- Page resigned due to concerns over COVID and a lack of remote work

12. Old Business

Technology Upgrade

- Rebecca met with City's IT Department several times
- Allowing IT to work remotely, Total cost: ~\$136,000, but revised to ~\$116,000
Director FrancoMartin removed certain items (Microsoft 365, headsets) due to cost and need.
- City to donate servers that will be sufficient for Library at no cost iMacs preferable to PCs
- TeamViewer to be installed on all computers to allow for remote IT access
- WatchGuard to install firewall to protect against hacking

Resolution to designate reserve funds of \$120,000 with additional \$200,000 for reading room renovation (to follow Library Construction Bond project)

- Elizabeth Yull made the motion
- Patricia Smith seconded the motion
- **Motion passes 5-0**

Library Reopening

- Library is open! -9am – 5pm, Tuesday thru Saturday (with A & B teams)
- Staff transitioning back to work
- Patrons respectful, following protocols, etc.
- Maintenance had to rearrange to comply with social distancing protocols.
Thorough overnight cleanings along with individual object cleanings based on use and need.
- If someone develops COVID, close for 24 hours, then thoroughly clean building
Adequate PPE for staff (and patrons is necessary)

13. New Business

Capital Funds Resolution

HVAC assessment

- Waiting on assessment from adjuster due to large estimate (\$188,000)
- Repair or replace cage/fencing around HVAC system?

Security/Community Affairs Resolution

- Change in TPD policy has made officers less available
- RFP necessary? Can hire under temporary contract (due to COVID measures) and then hire on a permanent basis through RFP process
- Need for security staff (other than Fridays and Saturdays, which will remain TPD)

- Motion to Hire Retired Officer via Blue Line Security, LLC to Provide Supplementary Security for Library Facility on a Month-to-Month Basis until Bid Process is Complete
- Patricia Smith made the motion to hire Supplementary Security for Library Facility on a Month-to-Month Basis until Bid Process is Complete
- Elizabeth Yull seconded the motion
- **Motion passes 5-0**
- **Holidays (Juneteenth)** - Fourteen standard holidays. The City is swapping Juneteenth for Columbus Day (pending City Council approval). The Library will follow City calendar
- **Biographies for Board Trustees** (*agenda item added by Deniece Johnson*)- Discussion to continue at next meeting. Name, Title, Years of Service, Photo to add to website.

14. Announcements

- The next scheduled Board of Trustees meetings is Thursday, August 13, 2020, beginning at 6:00 pm

15. Adjournment -Meeting adjourned at 7:39pm

Respectfully Submitted,
Rick Kavin