

The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
September 10, 2020 at 6:00pm
[Meeting in Person and via Zoom]

Trustees: Deniece Johnson (President), Elizabeth Yull (Treasurer), Rick Kavin (Recording Secretary), Lavern Rice, 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. Patricia Smith made the motion to approve the September agenda
- B. Elizabeth Yull seconded the approval of the agenda
- C. **Motion passes 6-0**

5. Approval of Minutes of the August 13, 2020 Board Meeting

- A. Elizabeth Yull made the motion to approve the minutes from the August 13, 2020 Board meeting
- B. Patricia Smith second the motion
- C. **Motion passes 6-0**

6. Open Public Address

- A. No members of the public present via Zoom
- B. (*no public comment*)

7. Friends of TFPL

A. (*no Friends present*)

8. Financials

- A. (*see August 2020 financial reports prepared by Ann C. Zawarkay, CPA, CGMA*)
- B. Ann will provide retroactive dollar amounts for employees whose Civil Service steps may need to be adjusted

9. Bill List

- A. (*see "TFPL September 2020 Unpaid Bills"*)
- B. Approval of Bill List
 - i. Lavern Rice made the motion to approve the September bill list
 - ii. Crystal Yull seconded the approval of the bill list

- iii. Motion passes 6-0

10. Administrative Report

A. Library Services

- i. New Internet Service Provider issues with IP addresses that affected ELibraryNJ and LS2 for staff was resolved.
- ii. Database subscriptions ending - renewing Tumble Books and Math
- iii. Ancestry and News database quotes in process
- iv. Notary Services have begun, successfully.
 - a. Numerous patrons have made use of this.
 - b. \$2.50 per page to be notarized.
 - c. Goal is to have at least one notary available at all times.
- v. Trentoniana will begin opening more hours.
 - a. Starting next week, at least one extra day per week.
 - b. Currently every other Monday, all Tuesday/Thursdays.
 - c. Now will be all Tuesday/Thursdays and rotating Monday/Wednesdays.
 - d. Will be staffed by an experienced Page.
- vi. Trentoniana Archivist and Outreach Librarian planning “Community Conversations: Monuments.”
 - a. A survey is currently out to gather thoughts from the community prior to the virtual discussion.
- vii. A detailed letter went out to schools to promote our digital and in person services to youth, families, and teachers across the City.
 - a. Not much feedback so far.

B. Outreach

- i. Career Fair for reentry program to be held at City Hall (Rick).
 - a. Mayor’s Office, TFPL, Avanzar, and the Mercer County One-Stop to meet tomorrow to determine a date in October
 - b. Event will be geared toward citizens returning from incarceration or with past criminal histories, though all are welcome.
- ii. League of Women Voters will host a tabling event September 22nd from 9-11am to register patrons to vote
 - a. The Fire Department will be present to provide giveaways to children.
 - b. Also will aid individuals in completing the Census.

C. Programs

- i. Adult art club is off to an excellent beginning after two Pages made a “how to” video.
 - a. There was an overwhelming response of 18 for this virtual DIY take home craft.
 - b. Tie-dye bags created.
- ii. Community Conversations and outreach to Isles Children’s Garden
- iii. YA is partnering with Forward Feature who will provide debate, public speaking, and leadership classes.
- iv. 1,000 Books Before Kindergarten initiative finally getting off the ground.
 - a. The Youth Services Librarian will reach out to a group of 3 preschools to pilot a group version of the program to preschool classroom teachers.
 - b. Guided format with milestones every 100 books read.

- v. The virtual kids book club in partnership with Reinas and Diamantes wrapped up and the partner organization reached out to let me know how successful the program was due to the partnership with the library staff.
- vi. Medicare Webinar: Mercer County State Health Insurance Assistance Program (SHIP) offers a virtual program for seniors and those with disabilities to review their Medicare costs and learn how to avoid overpaying for services.
 - a. Please send an email to jdevone@trentonlib.org for the presentation Zoom link.
 - b. Facilitated by an Adult Librarian.
 - c. Flyers available.

D. Collections

- i. Meeting to discuss Social Justice Corner that will be placed in Community Room A while being expanded.
 - a. Collection will be housed in Community Room A so that it is more visible to patrons.
 - b. Eventually the collection will be moved once it grows in size.
 - c. **Suggestions can be sent to either Rebecca or the Collections Librarian.**
 - d. **Rebecca will provide a Youth Reading List as well.**
- ii. First look carts added for choosing non-fiction titles and staff are utilizing the digital reviews of material on B&T as well as print review publications.
 - a. B&T experts in a particular subject area will curate key titles and provide them to TFPL Librarians.
 - b. Currently working on Adult Non-Fiction.
- iii. Cataloging of materials not processed by B&T has now been completed with the return of our Technical Services Librarian.
- iv. Pages have been completing checks of the collection to ensure materials are available or removed from the catalog for accuracy.
- v. Inventory will begin once IT updates the laptop needed to accomplish this task.
 - a. 2-3 years since last inventory was completed.
 - b. Audit of all materials in Library to determine completeness of collection, frequency of check-outs, accuracy of availability, etc.

E. Summer Reading

- i. Prizes were distributed to respective top readers for Children's, Young Adult, and our new Adult Summer Reading program.
 - a. Six participants in ASR program, which is good for Year 1.
- ii. Numbers were lower than previous years due to COVID but better than expected with low attendance in the library at present.
- iii. Youth Programming for SR was 994 for virtual, in person, YouTube, take home programs and outreach combined.

F. Miscellaneous

- i. With school reopening there has been an impact for some staff on work schedules.
- ii. Displays and marketing have begun for Library Card Sign Up month (September), Voting, and Census promotion.
- iii. Signs for the Library have been placed around the City which has garnered new patrons.
- iv. Uniforms were ordered for staff and should be arriving shortly.

11. Personnel Changes

- A. Resignation of Page
- B. Resignation of Building Maintenance Worker
- C. Summer student assistants have left, new cohort have started for fall semester.

12. Old Business

- A. Technology Upgrade
 - i. RFP is out.
 - ii. Bids due back on September 15th.
- B. Library Reopening
 - i. Hours the same.
 - ii. As restaurants, theaters, etc. reopen, Library will keep current policies and procedures for safety reasons.
- C. HVAC RFP delay
 - i. Original estimate \$185,000 (cooling system only).
 - ii. Technician's report indicated a full overhaul was necessary.
 - iii. Hopefully can be completed before the winter season (ideally within 2 weeks).
- D. CDBG
 - i. Ramp/power doors
 - ii. Architect & reimbursement
 - a. Rebecca reached out to Clarke, Caton, and Hintz
 - b. Will be under threshold, so can avoid RFP process
 - c. Costs to be reimbursed by City
 - iii. Landmark commission and SHPO
 - a. **Rebecca will inquire about the status of the building as a historic landmark**
 - iv. Can't be completed until spring due to temperature

13. New Business

- A. Scoring Bids
 - i. Board member assistance
 - a. Liz will come in on Monday to score
 - b. Deniece will come in after the September 15th bids are submitted
 - c. Telly will also score
 - ii. September 10 (security services) & 15 (technology upgrades) bid submission dates
- B. Vacation – Rebecca to travel in October
- C. Staff Day(s)
 - i. Monday, November 2, 2020
 - ii. No staff will be on vacation, so this date was chosen.
 - iii. Likely to be separated into smaller groups in individual rooms to maintain social distancing.
 - iv. Team building activities as well as a discussion on mental health facilitated by a Rutgers faculty member.
 - v. Board members are welcome to attend as well.
 - vi. Motion to close the Library in order to hold Staff Day on Nov. 2, 2020 beginning at 10am.
 - a. Elizabeth Yull made the motion.
 - b. Patricia Smith seconded the motion.

c. Motion passes 6-0.

14. Announcements

- A. Patricia Smith – Summer Feeding Program
 - i. Trenton YMCA will continue to hold sessions and will distribute.
- B. Elizabeth Yull – Community events.
 - i. Fresh Jam – New York Ave at TerraCycle on Saturday, Sept. 12.
 - ii. Ciclovía/Art All Day to be held on Saturday, Sept. 19.
 - a. Library will give away One Book *Kindred* copies (both novel and graphic novel).
 - b. Library to host tour of Art Gallery with art submitted by patrons.
 - c. Library will host a bikeshare program for this day.
- C. Rick Kavín – Petey Greene program & Fresh Start
 - i. Tutors welcome to return to the Library
- D. The next regularly scheduled Board of Trustees meeting is Thursday, October 8, 2020, beginning at 6:00 pm

15. Adjournment

- A. Patricia Smith makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:21 pm

Respectfully submitted,
Rick Kavín