

The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
October 8, 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 (*via Zoom*)

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

1. Call to Order

- a. Deniece Johnson, Board President, called the meeting to order at 6:00 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 proposed removing the second bulleted item from “Personnel Changes,” as that was discussed previously, and there were no objections
- b. Elizabeth Yull made the motion to approve the October agenda with the amendment above
- c. Patricia Smith seconded the approval of the agenda
- d. **Motion passes 6-0**

5. Approval of Minutes

- a. Elizabeth Yull noted that item B(ii) under “Bill List” had Crystal Smith’s name recorded incorrectly
- b. Elizabeth Yull made the motion to approve the minutes from the September 10, 2020 Board meeting with the above correction
- c. Lavern Rice seconded the motion
- d. **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. Pat Tumulty joined the meeting via Zoom
- b. Ms. Tumulty noted that the Friends have been less active than usual due to COVID-19 restrictions
- c. The Friends raised \$600 and will help to distribute the books purchased
- d. Ms. Tumulty will be happy to engage in outreach to increase membership in the Friends of TFPL and has offered to volunteer with the Library beginning on November 1st after her retirement (*congratulations!*)

- e. “Giving Tuesday” – November fundraiser to support local non-profits, charities, and other organizations
- f. Elizabeth Yull inquired about the Association
 - i. Advertising for a new Director
 - ii. Applications close on October 23rd
 - iii. New candidate should begin by January 2021
 - iv. Association is closing its office in Trenton
- g. Ms. Tumulty encouraged the Board to attend the virtual Library Trustee Institute event next Saturday

8. Financials

- a. *(see September 2020 financial reports from Ann C. Zawarkay, CPA, CGMA)*
- b. Report delivered by Ann C. Zawarkay
- c. Corrections to costs related to appropriate Civil Service steps (as discussed at the September meeting) will display in next month’s October report

9. Bill List

- a. *(see “TFPL October 2020 Unpaid Bills”)*
- b. Elizabeth Yull inquired about CDW, which is the technology equipment provider
- c. Deniece Johnson inquired about EM3, which is the internet service provider
- d. Approval of Bill List
 - i. Rick Kavin made the motion to approve the October bill list
 - ii. Lavern Rice seconded the approval of the bill list
 - iii. **Motion passes 6-0**

10. Administrative Report

- a. Building and Technology
 - i. Roof leaking
 - 1. Obtaining cost estimates for a reseal
 - 2. Depending on estimate, may require an RFP
 - ii. Children’s Restroom pump replaced
 - iii. ISP contacted due to outage
 - 1. Issue with Network Interface Device
 - 2. Company responded quickly and repaired the problem within several hours
 - iv. List of projects to be completed by maintenance throughout the year
 - 1. Children’s Office
 - 2. 1st Floor Circulation Desk update to match Teen Space
 - 3. Elevator
 - 4. Maintenance Shop
- b. Staff and Volunteers
 - i. Staff meeting to discuss full time staff return to work in the Library daily
 - 1. Beginning Tuesday, October 13 (due to Monday holiday)
 - ii. Several staff managing virtual learning for young children due to continued school closures
 - iii. Continuing education for maintenance, black seal, low pressure boiler training
 - iv. Page dedicated to projects and assisting with virtual learning for staff children in the event they need to come to work with the parent
- c. Continuing education and Meetings
 - i. Reminder to trustees regarding 7 hours (combined) continuing education

1. Several Board members plan to attend virtual Library Trustee Institute event on Saturday, October 17th
- ii. Urban Librarians Conference (Rebecca, Damaris, Sharon)
 1. Strategy Before Tragedy: Library Worker Safety (Sacramento Public Library)
 2. Destigmatizing Notorious Branches
- iii. Navigating the New Normal
- iv. Smith Family Foundation – survey for New Children’s Discovery Center
 1. Interactive museum and Trenton heritage exhibit
 2. Planned opening is Fall 2021
- d. Collections and Materials
 - i. Quarterly call with B&T: transfer of DVD points to book points (\$31,491,92)
 1. Points can be used to lease books
 2. For example, for the OneBook selection *Kindred*, we can lease the needed number of copies for the duration of the program rather than purchasing a large quantity
 - ii. Meeting to discuss adult collection development
 1. Working on non-fiction especially
 - iii. Children’s Wonderbooks: picture books with a built-in audio component
 - iv. Trentoniana Appraisal
 1. Rago Auctions contacted regarding 2nd appraisal conducted in November and report was to be sent in March
 2. Consultant that conducted the appraisal is no longer with Rago
 3. Company officer is investigating
 4. Payment has already been rendered
- e. Finances
 - i. Budget adjustments will be made to balance out a few areas of the budget with excess/low funds with the help of Ann
 - ii. At this time, the Library anticipates coming in under budget on the technology upgrade
- f. Programming and Outreach
 - i. Art All Day – Saturday 9/19
 1. Strong turnout and community engagement
 2. Participation in arts programming and bikeshare
 - ii. Adult Services
 1. One Book, One Trenton: planning meeting & action grant
 - a. Action grant will help to fund speakers, theatre exhibitions, etc.
 2. Order placed for 2020 Tax Forms
 - a. Tax prep in the Library?
 - b. Typically an income restriction (up to \$64,000)
 - c. Appointment only
 3. Breast Cancer Awareness Webinar – Thursday 10/22 at 3pm (https://us02web.zoom.us/meeting/register/tZ0pceitqjguGdUu5k0e4Ypo8qd_pqb3BpoZ)
 4. Meeting with Trenton Reentry Committee and Outreach Librarian to introduce Avanzar to the group and broaden their reach to better meet the needs of women and LGBTQ returning citizens
 - a. Library will participate in the Job Fair at City Hall on 10/14

- b. Outreach Librarian working with Rick and the Re-Entry Committee to grow the partnership
 - g. Youth Services
 - i. Halloween event outdoors
 - 1. Appropriate social distancing, etc.
 - 2. Kids will be guided on a path to receive their candy
 - 3. High participation expected based on past outdoor events and other Halloween events
 - ii. Princeton University PhD candidate Kurt Ristroph collaboration
 - 1. Ensure all students are aware of and have access to the Library
 - 2. Spearheaded a similar project in Baton Rouge, LA
 - 3. Limited number of TFPL “library cards” available for checkout at Trenton Public School Media Centers
 - 4. Students can obtain one of these cards to access online resources or to come to the Library and sign up for a proper library card
 - 5. Large number of students obtaining library cards due to virtual learning
 - iii. Young Adult Teen Advisory Board to be created
 - 1. Meet once a month
 - 2. Be involved in making decisions regarding programming, the collection, and other needs of the YA Lounge
 - h. News and Marketing
 - i. NJ.com article regarding the Mayor’s creation of the Office of Returning Citizens which includes the Library as a partner organization (<https://www.nj.com/news/2020/09/trenton-creates-office-to-help-formerly-incarcerated-residents-with-employment.html>)
 - ii. National Voter Registration Day at the Library (https://www.youtube.com/watch?v=Uw5Gb0TOJdo&ab_channel=NJ.com)
 - iii. Drafted a letter for Pat Tumulty to share with Congresswoman Bonnie Watson Coleman regarding the digital divide, particularly in the City of Trenton, and how the community has been further impacted by the pandemic

11. Personnel Changes

- a. Two Pages resigned – currently 13 remain on staff
- b. ~~One building maintenance worker resigned~~ (*removed since previously discussed*)

12. Old Business

- a. Technology upgrade
 - i. Progressing rapidly
 - ii. Equipment ordered
 - iii. Estimates received for auditing and cyber-security
 - iv. Changes will be discussed at Nov. 2nd staff meeting, with goal for completion at the end of the year
 - v. Changes to IT at City Hall
 - 1. Cost estimates received from other companies
 - 2. Still under budget
 - 3. Need roughly 90 computers to be set up
 - vi. Old computers to be donated or purchased by an outside company
 - vii. Councilwoman Vaughn inquired why an outside company was contracted

1. Rebecca explained that due to time and personnel restrictions of the IT company contracted by the City, an outside company was needed to supplement the work of the City's company
 2. The total cost for installation was \$9,000
 3. The City's contracted company completes much of the remaining work for the Library
- b. Library reopening plans, continued
 - i. 9-5 (or 10-6) Monday – Friday
 - ii. Regular hours anticipated to resume in December (assuming no COVID changes)
 - iii. Full staff to return Tuesday, October 13
 - c. HVAC RFP and potential time frame for replacement
 - i. Can be supplemented if awarded the Library Construction Bond
 - d. CDBG, front entrance
 - i. Rebecca met several weeks ago, next step is to obtain plans
 - ii. Work scheduled to begin in spring
 - e. Bids scored
 - i. Security Services: Blue Line Security (full time)
 1. Rebecca will provide total cost savings at the November meeting
 - ii. Technology Equipment: CDW

13. New Business

- a. Treasurer (Elizabeth Yull) needs to place check order

14. Announcements

- a. Crystal Smith indicated that large numbers of students are not participating online, submitting required work, etc.
 - i. Attendance issues, camera issues, etc.
 - ii. Teachers are developing activities to encourage students to “check in”
 - iii. No student can receive less than a 50/100 in any course during COVID-19
- b. Elizabeth Yull noted the NJ Library Association should seek office space with parking in the City of Trenton, and that there was plenty available
- c. The next regularly scheduled Board of Trustees meeting is Thursday, November 12, 2020, beginning at 6:00 pm

15. Adjournment

- a. Elizabeth Yull makes a motion to adjourn
- b. There were no objections
- c. Meeting adjourned at 7:12 pm