

The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
November 12, 2020 at 6:00pm
[Meeting 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)

I. Call to Order

A. Deniece Johnson, Board President, called the meeting to order at 6:01 pm

II. Announcement of compliance with the Open Public Meetings Law

A. Announced by Director Rebecca FrancoMartin

B. Statement is hereby made that adequate notice of this meeting was given by:

1. Posting written notice prominently at the Trenton Public Library main entrance, the Library website and Facebook.
2. The mailing of said notice to the Trentonian

III. Roll Call for Quorum

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

IV. Agenda Approval

- A. Crystal asked to put the Newsletter on the agenda – it will be discussed along with our school/Youth Services discussion
- B. Lavern Rice made the motion to approve the November agenda with the Newsletter addition
- C. Elizabeth Yull seconded the approval of the agenda
- D. **Motion passes 6-0**

V. Approval of Minutes

- A. Elizabeth Yull made the motion to approve the minutes from the October 2020 Board meeting
- B. Patricia Smith second the motion
- C. **Motion passes 5-0-1 (Deniece Abstained)**

VI. Presentations

- A. Financials (*presented by Ann C. Zawartkay, CPA, CGMA*)
 1. (*see financial reports from Ms. Zawartkay*)
- B. Friends of TFPL
 1. Pat Tumulty was present (she just retired from the NJLA – *congrats, Pat!*)
 2. Pat inquired about end-of-year/holiday season donation efforts, and noted that the Friends would be supportive of any fundraising efforts
 - a. Deniece asked about potential volunteers for fundraising efforts, and Crystal offered her assistance

- b. Emphasis on online solicitations, such as the website’s donate button, Facebook fundraisers, etc.
 - 3. Pat filed all the state and federal reports necessary
- C. School Newsletter (*inquiry by Crystal Smith, addressed by Youth Services Librarian Damaris Azan*)
 - 1. Crystal thought this would be a good outlet for youth/students to share their writings, thoughts, feelings, art, etc.
 - 2. Damaris indicated that they could also combine with or develop an outreach newsletter to describe services/programming at the Library
- D. School Library Cards (*presented by Youth Services Librarian Damaris Azan*)
 - 1. Damaris spoke with a Princeton graduate student about a program to offer grade school students Library cards that they can check out from their schools
 - 2. Digital Library cards available to students with basic information from schools/teachers
 - a. Participation varies – dependent on teachers completing the process
 - b. No fines or fees associated with these cards
 - 3. Crystal noted that there was a service from the schools that offered students the ability to check out certain resources online; **Crystal will provide the information to Damaris**
 - 4. Crystal also noted Mercer County Vocational and Technical School also offers digital resources
 - 5. Other possible programs (Damaris)
 - a. “Full” Library card – five book limit at any given time, no parent signature required, no fines/fees
 - b. Link Library card to student IDs to borrow books/use digital resources – would follow students throughout school career, so no renewals necessary
 - i. Los Angeles used this program, and also linked to services such as public transit
 - ii. **Crystal will explore feasibility with the schools**
 - c. With increased access, Damaris predicts increased use of digital resources
- E. Director Report
 - 1. Building and Technology
 - a. Firewall replacement ordered due to end of life on current firewall.
 - i. Internet was down for a few days
 - ii. 30-day extension for current firewall equipment
 - iii. Item will be installed by the end of November
 - b. Maintenance meeting to discuss changes: forms, duties/schedules, expectations, and another COVID update (increase numbers).
 - i. Some updates due to now having three volunteers instead of four
 - c. IT Meeting with new company to discuss library needs
 - i. New PCs will be installed likely beginning next week
 - ii. Company may come to the Library on the day after Thanksgiving to do some work while patrons are in the building
 - iii. The Library may close for a day to allow the company to access the building without patrons

2. Staff and Volunteers
 - a. Currently in Trentoniana - 210 hours this month
 - i. Working on multiple projects in Trentonia
3. Continuing Education and Meetings
 - a. Trustees Meeting - any comments/concerns
 - i. All positive feedback from attendees, including Deniece, Crystal, Elizabeth, and Rick
 - ii. Deniece noted that Trustees should retake the Oath upon reappointment
 - Rick will set up a time with the Mayor to administer the Oath to Crystal and Deniece, who were reappointed earlier in 2020
 - iii. Deniece asked to discuss the meeting at either the December or January meeting,
 - b. Reentry meeting with Fresh Start and Office of Reentry for City - combining resources - need for social worker
 - i. Social worker does come to the Library twice a week (Tuesday and Thursday, 10:00-2:00) to assist people – this will end when the Fresh Start program ends in August 2021 unless refunded
 - Rick will inquire with Department of Health & Human Services about options
 - ii. Career fair at City Hall made need for a social worker clear due to applicants' preferences
 - c. Staff Day
 - i. All virtual due to COVID restrictions
 - d. Meetings with all staff following vacation for updates/concerns
 - i. Discussion of concerns, ongoing projects, future plans, etc.
4. Collections and Materials
 - a. Social Justice Corner and Graphic Novel section with new material are being promoted
 - i. Currently in place
 - ii. Community Room A – artwork and new collection on display
 - iii. Information on website/social media
 - b. Inventory is in progress with more than 2,140 titles inventoried at this time (Urban Fic, Graphic Novels, Spanish, Local Authors, Poetry Cafe, and Adult Bios)
 - c. Awaiting delivery of a cabinet for donated DVDs
 - i. Patrons currently using DVDs at a high rate
 - ii. Will be more space behind Circulation Desk
 - d. Promotion of “Curbside Services”
 - i. Encouraging patrons to use this service due to increasing COVID numbers
 - ii. Patrons can access both materials and services
5. Finances
 - a. Application submitted for “One Book” Grant from the NJ Council for Humanities
 - i. Can be used for events, speakers, etc.
 - ii. \$5,000 requested w/ match (incl. in-kind, which includes salaries, materials, etc.)

6. Programming and Outreach
 - a. Adult Services
 - i. Trentoniana partnership with Isles and Trenton Health Team for 2 separate projects.
 - Isles: “Reflecting Trenton” - historic images will be printed on large-scale vinyl and placed on vacant buildings where the originals were taken.
 - THT: “The Legacy of Redlining on Health Outcomes in Trenton” - which will aim to document the relationship between the redlining of the past and health outcomes of today.
 - ii. Ancestry has been purchased although struggling to complete setup with Library card access through the library website.
 - Resource currently available in Library
 - Available remotely through Dec. 31st due to COVID; likely to be extended due to need for digital services
 - Working with IT and Ancestry/ProQuest team to enable digital access – possibly resolved today
 - Full access to Ancestry services with the Library’s subscription
 - iii. Alzheimer’s webinar on Nov. 23rd in partnership with Alzheimer's Association
 - Virtual link available on website/social media
 - iv. Toiletry Drive planning in progress
 - Yearly project
 - Reaching out to organizations to accept donations
 - Details TBA
 - v. Community Conversation in partnership with the League of Women Voters to discuss current election and what to expect regarding recounts or a contested result
 - Based on relevant current events/results
 - Date TBA, currently in development with Outreach Librarian and the League
7. Youth Services
 - a. Another pallet of books from First Books was received and distributed to area schools, preschools, and families. Another has been ordered – typically ~1500 books per pallet
 - b. Not So Scary Halloween Event outside event was canceled due to inclement weather. Moved to the Poetry Cafe for pickup of craft and treat bags. Attendance was low so our Admin distributed 70 bags in her neighborhood
 - c. Program planning in progress for winter with possibility of Adobe Illustrator & Web Design class for grades 7-12 and Cooking Matters for Kids through Rutgers Cooperative Extension
8. News and Marketing
 - a. Youth Services Librarian - Facebook Live discussion of library services aimed at the Latinx Community

- i. Conducted in Spanish in conjunction with Trenton Health Team

F. Administration Report (*presented by Shanna Leggett*)

1. No changes this month.

VII. Action Items

A. Bill List

1. (*see “TFPL November 2020 UNPAID BILLS”*)
2. Approval of Bill List
 - a. Rick Kavin made the motion to approve the November bill list
 - b. Crystal Smith seconded the approval of the bill list
 - c. **Motion passes 6-0**

B. Personnel Changes

1. (*no personnel changes*)

VIII. Old Business

A. Library Construction Bond (for HVAC, Roof, and Reading Room updates)

1. Only 38 of 129 applications selected, but did *not* include TFPL
2. Pat: will be finalized by the State Legislature today
3. Rebecca reached out to Millennium Strategies to determine why the Library did not receive the award
4. Possible to receive the award in the second round – must reapply

B. HVAC/Roof

1. Roof currently has leaks and needs to be repointed
2. Old HVAC unit on roof, vandalism issue, condensation issue in Trentoniana
3. ~\$400,000 set aside for Library Construction Bond match can be used for this project
4. Rebecca reached out to Clark, Caton, and Hintz as well as Millennium Strategies regarding options
5. Rebecca will have more information regarding options in the coming days/weeks – plan to put out RFP in December to schedule for March

C. COVID – Library Operations

1. Gov.’s EO-192 – required more safety measures, such as partitions, signage, etc. This has been completed.
2. Staff schedules staggered for social distancing, and also to allow staff to be alone in shared offices
3. Measures implemented to allow for services to continue
4. Trenton Health Team/City of Trenton shared new, increased numbers
5. Just generally, must encourage public to be vigilant about masks, handwashing, social distancing, etc.
6. Implementation of health assessments for staff (approved by attorney) to collect information for contact tracing, take temperatures, etc.

IX. New Business

A. Land Acknowledgement – Lenni-Lenape (Lenapehoking)

1. Outreach Librarian noted that, especially during Native American Heritage Month that the Library stands on Native American land
2. That proclamation is available in Community Room A in Social Justice Corner

3. Also displays in Children's Room and associated book selections for Native American Heritage month

X. Open Public Address – Questions or Comments from the Public

- A. Deniece noted that this section was moved to the end of the meeting to allow the Public to comment on items discussed at that month's meeting
- B. Deniece, with input of the Board, explained the rules of the Public Comment section:
 1. Members of the public may speak during Public Comment only
 2. Members of the public will share their name and/or organization
 3. Board President or designee will grant the speaker the floor
 4. There will be a two-minute limit per speaker
- C. Elizabeth Yull made a motion to adopt the rules above
 1. Lavern seconded
 2. **The motion passed 6-0**
- D. Elizabeth Yull made a motion to place the Public Comment section after the approval of the Meeting Minutes from the previous month
 1. Crystal Yull seconded the motion
 2. **The motion passed 5-1-0, with Deniece voting in the negative**
- E. One member of the public was present
- F. *(no public comment)*

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, December 10, 2020, beginning at 6:00 pm

XII. Executive Session *(if required)*

- A. *No executive session*

XIII. Adjournment

- A. Elizabeth Yull makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:48 pm