



The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
December 10, 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 6:02 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. Elizabeth Yull made the motion to approve the December 2020 agenda with the amendment to add in the “Agenda Approval” section, which had been inadvertently omitted

B. Crystal Smith seconded the approval of the agenda

C. **Motion passes 6-0**

V. Approval of Minutes

A. Crystal Smith made the motion to approve the minutes from the November 2020 Board meeting, with an amendment to change her name from “Crystal Yull” to “Crystal Smith”

B. Elizabeth Yull second the motion

C. **Motion passes 6-0**

VI. Open Public Address

A. One member of the public present via Zoom

B. Ned K. noted that he joins the Board meetings to offer any insight in his role as a Library Page. He also thanked Rebecca and Shanna for their hard work.

VII. Presentations

A. Financials (*presented by Ann C. Zawartkay, CPA, CGMA*)

1. (*see financial reports from Ms. Zawartkay*)

2. NJ State Aid lower than budgeted due to grantor error – the additional amount will instead be received next year.
 3. Personnel expenses under budget by roughly \$51,000
 4. Baker and Taylor credit enabled Library materials and programming expenses to come in under budget by ~\$38,000
 - a. Moving forward, credits can only be used on leased books
 5. Facilities/utilities expenses under budget due to insurance reimbursement for vandalized HVAC equipment
 - a. Related repairs are not yet calculated (*see Director's Report below*)
 6. Insurance and tech expenses on course with budgeted expenses
 7. Security costs under budget due to extended closure and switch to private security
 8. Planned expenditures currently under budget by \$305,000, but this is only due to the budget being spread across twelve months while the dates of the actual expenditures will vary
- B. Personnel Report
1. (*nothing to report*)
- C. Friends of TFPL
1. Pat Tumulty was present
 2. Pat noted that though her term had ended at the NJLA, she would still be active with the Friends
 3. Pat also noted several end-of-year fundraising options
 - a. Will work with Library on various fundraising outreach projects
 - b. Mailings, social media, etc.
 - c. Also wants to expand #GivingTuesday
 - d. Reading Room event once COVID restrictions end
- D. Director's Report
1. Building and Technology
 - a. Received referrals for roofers from Liz.
 - i. One was too backed up with other jobs
 - ii. One never returned call
 - iii. Search will continue
 - b. Borden & Perlman approval to add picnic tables and benches out front.
 - i. Discussed expansion of services to include additional outdoor space as a part of CDBG project with Clark, Caton, Hintz.
 - ii. Tables and seating will be permanent structures made of heavy concrete
 - c. Also discussed WiFi extenders with James and we do have them as part of the technology upgrade, but one will be installed in the vestibule at the main entrance to provide reach to the front of the building.
 - i. This will also accommodate any outdoor seating that is installed.
 - d. Pick Time online appointment managing platform
 - i. Allows patrons to schedule appointments for computers
 - ii. Timeslots are for one hour to allow for cleaning in between users
 2. Staff and Volunteers
 - a. Several staff meetings to discuss library services and curbside/appointment policies.
 3. Continuing Education and Meetings
 - a. Union staff met with Union President to discuss asks for upcoming contract negotiations.
 - b. Met with Graphic Novel artist for One Book (*presented by Rick*)

- i. Rashad Malik Davis is a graphic novelist and artist
 - ii. He has done several ‘virtual’ presentations for other libraries in NJ on graphic novel-related topics
 - iii. Will participate in the One Book program with presentations in March 2021:
 - Careers in the graphic arts
 - The process of creating a graphic novel
 - c. Fundraising meeting with Deniece, Pat, and Crystal
 - i. Pat mentioned efforts at the Y and how they might work for TFPL
- 4. Collections and Materials
 - a. Inventory continues with Children’s collection now underway as well.
 - b. Shelf Help
 - i. Personalized book selection service
 - ii. Recommendations based on interests, check-out history, etc.
 - iii. “Book bundles” to be packaged by librarians for pickup by patrons
- 5. Finances
 - a. Remained under budget so far this FY due to reduced activity and closures related to COVID.
 - b. Technology upgrade coming in under budget, would like to shift funds for COVID related expenses.
 - i. This includes outdoor seating, air purifiers, etc.
- 6. Programming and Outreach
 - a. Adult Services
 - i. Barnes and Noble Book Fair fundraiser, December 12 (*see flyer*)
 - Both in person and online
 - In person at 425 Marketplace Blvd. in Hamilton
 - Online w/ voucher number from Dec. 12 – Dec .17
 - ii. Winter themed, custom, goody bags with notepad, pen, and bookmark to include in curbside pickups
 - Staff has been preparing bags to include with patrons’ pickups
 - b. Youth Services
 - i. Holiday Gift Giveaway - thanks to generous donation from PBA, SOA, and partnership with TPD Officer Sammy.
 - ii. Funds from previous donation to the library via Paypal and expenditure of Children’s funds that would have been used for in house holiday events.
 - c. News and Marketing
 - i. Modifying social media presence to increase engagement. Creation of team to further assist User Needs and Assessment Librarian & Outreach Librarian.

VIII. Action Items

A. Bill List

- 1. (*see “TFPL December 2020 Unpaid Bills”*)
- 2. Approval of Bill List
 - a. Elizabeth Yull made the motion to approve the December bill list
 - b. Lavern Rice seconded the approval of the bill list
 - c. **Motion passes 6-0**

IX. Old Business

- A. HVAC/Roof
 1. \$800,000 from surplus funds from Library Trust and Board Trust
 2. Resolution passed in March for Library's match to Library Construction Bond
 3. Only item not on list from original project scope is the condenser unit that was vandalized – this portion of the project is coming from the \$174,000 insurance claim payout
 4. A portion of the \$200,000 allotted for Adult Reference and adjacent computer area may be repurposed to cover any additional necessary funds
 5. Design fees to come from separate designated ~\$86,000 funds
- B. COVID – Library Operations
 1. Updated Curbside/Appointment Policies (*see updated policies*)
 2. Inside services to be by appointment only, with limitations on computer usage to allow for social distancing, sanitization between uses, etc.
 3. Curbside service still available for pickups, prints, scans, faxes, copies, etc.
 4. Use of 'Pick Time' program for scheduling computer use
 5. Computers, notary, and Trentoniana services all available by appointment only
- C. Humanities Action Grant Awardees
 1. Grant would fund additional One Book programming
 2. \$5000 to go toward One Book project
 3. Announcement to be made December 23rd
- D. Union Contract Status
 1. Meeting to take place 12/21
 2. Will meet with Union President Ramona Thomas
- E. Library Construction Bond – feedback
 1. Millennium Strategies working to ascertain reasons application was not accepted in Round 1
 2. Will not apply for second round due to years-long waiting period

X. New Business

- A. Early Closure for upcoming holidays – 3pm?
 1. There was some debate over the suitability of an early closure
 2. Ned noted, via the chat function, that an early closure would be a nice gesture of thanks to the staff during the holiday season for their work all year
 3. Rick noted that City Hall typically closes at 1pm before major holidays – this was done the Wednesday before Thanksgiving, for example
 4. Crystal Smith made a motion to close the Library on Wednesday, December 23rd at 1pm
 - a. Rick Kavin second the motion
 - b. **Motion fails 2-4, with Crystal and Rick voting in the affirmative**
 5. Elizabeth Yull made a motion to close the Library on Wednesday, December 23rd at 3pm
 - a. Crystal Smith seconded the motion
 - b. **Motion passes 5-1, with Deniece voting in the negative**
 6. **The Library will close on December 23rd at 3pm**
- B. Resolution Annual Holidays
 1. Resolution necessary to swap Juneteenth Independence Day in as an official holiday off in place of Columbus Day
 2. In 2021, the holiday (June 19) will fall on a Saturday and will thus be recognized on Friday, June 18
 3. **Tabled to consult with Union**
- C. Tuition Assistance

1. Two TFPL Librarians have requested the formation of a Tuition Assistance Program to aid long-term, full-time employees in obtaining their Masters of Library Sciences
 2. \$5,000 per person per semester at Rutgers University, which offers a comprehensive “Masters of Information” graduate program accredited through 2025
 3. Students would have to maintain a B average, meet all program requirements, and commit to at least two years of additional service to TFPL
 4. Pat Tumulty noted that there was previously a state-level program to assist with this, but the amount of assistance was very low
 5. Rick inquired about similar programs elsewhere, and Pat noted that she was aware of some at other Libraries, such as Asbury Park
 6. **Board will research other programs to determine feasibility, terms, etc.**
- D. Audit – Beginning January
1. Audit to begin in new year due to vendor’s system upgrades
 2. Will be longer process due to COVID restrictions
 3. Much of the work will be done remotely
- E. Deep Clean – marble floors/carpets/vents
1. Bids from several vendors received
 2. One company is most equipped to handle the marble in addition to the other surfaces, so they were chosen

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, January 12, 2021, beginning at 6:00 pm
- B. Thank you to Pat Tumulty for her years of service with the New Jersey Library Association and her work with the Trenton Free Public Library!

XII. Executive Session (if required)

- A. The Board entered executive session at 7:58pm.
- B. The Board ended its executive session at 8:04pm

XIII. Adjournment

- A. Elizabeth Yull makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 8:06 pm

Respectfully submitted,

Rick Kavin
TFPL Board of Trustees Recording Secretary