

**The Trenton Free Public Library Board of Trustees  
Main Branch, 120 Academy Street, Trenton, NJ 08608  
February 11, 2021 at 6:00pm  
[Meeting via Zoom]**

**Trustees:** Deniece Johnson (President), Elizabeth Yull (Treasurer), Rick Kavin (Recording Secretary, Mayor's Delegate), Alfonso Llano (Acting Superintendent of Schools), 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. Present: Deniece Johnson, Elizabeth Yull, Patricia Smith, Lavern Rice, Crystal Smith, and Rick Kavin

B. Not present: Alfonso Llano (*NOTE: Superintendent Llano joined the call at 6:15*)

**IV. Agenda Approval**

A. Elizabeth Yull made the motion to approve the February 2021 agenda

B. Lavern Rice seconded the approval of the agenda

C. **Motion passes 6-0** (*Superintendent Llano had not yet arrived*)

**V. Approval of Minutes**

A. Patricia Smith made the motion to approve the minutes from the January 2021 Board meeting

B. Elizabeth Yull second the motion

C. **Motion passes 6-0** (*Superintendent Llano had not yet arrived*)

**VI. Open Public Address**

A. Ned. K (Library Page) and Pat Tumulty (Friends of TFPL) joined the call

B. Ned offered to answer any relevant questions, and also noted that he was calling in from the Library's newly extended hours

**VII. Presentations**

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

1. (see “January 2021 financial reports” from Ann C. Zawarkay, CPA, CGMA)
  2. Still waiting for second half of e-rate reimbursement
  3. Personnel expenses, salary and payroll, and benefits all under budget
  4. B&T credits to be recognized as they are spent rather than up front
  5. Insurance reimbursement for HVAC received
  6. For strictly operational expenses, under budget
  7. Still have \$9000 in escrow for TPD
    - a. Ann suggested that this may be beneficial to maintain in the event that private security cannot appear, additional security is needed, etc.
    - b. Since this is the first year with Blue Line Security, best to “wait and see” to ensure satisfactory performance
    - c. While still beneficial to maintain a balance, may be worth decreasing to \$2-3,000
    - d. Ann suggested waiting until summer to make any changes
- B. Personnel Report (*presented by Shanna Leggett*)
1. Temporary Part-Time Building Maintenance Worker
  2. One new TCNJ intern for Spring 2021 semester (working in Trentoniana Room with Laura)
- C. Friends of TFPL (*presented by Pat Tumulty*)
1. Congratulated the Board on functioning successfully, even during COVID
  2. Pat requested using a Library Zoom account for ‘Friends’ business
  3. Women’s History Month
    - a. Potential Emily Roebling presentation and/or book talk
    - b. *The Engineer’s Wife* – fiction about Emily Roebling
    - c. Examining sponsorship guidelines
  4. April – National Library Week
    - a. Friends will meet with Rebecca to discuss potential activities
    - b. Programming dependent on COVID restrictions
  5. Trustee workshops taking place next week
  6. NJLA office and Trustees currently operating remotely
  7. New NJ State Librarian started on Feb. 1
    - a. Engaging with Gov.’s Office to have Library staff included in early phases of COVID vaccination process
    - b. Likely to present new trainings and webinars
- D. Director’s Report (*presented by Director Rebecca FrancoMartin*)
1. Community Partners
    - a. Trenton Downtown Association
      - i. Events page: <http://www.destinationtrenton.com/events/>
      - ii. New TDA Interim Director is former TFPL Interim Director Patricia Hall
      - iii. TDA promoting different organization/institution each month – Library will be profiled soon
      - iv. TDA will promote Library services, events, and programming, especially during COVID
    - b. CREATE Lab, Princeton School of Architecture
      - i. PhD student requested partnership with TFPL
      - ii. Social distancing project

- iii. Building computer model to predict how people move through a given space based on COVID mitigation measures to create interactive signage, directions, etc.
  - iv. Rebecca will meet with student to discuss the scope and applicability of the project to TFPL
  - v. Could lead to increased promotion of the Library along with increased safety precautions
2. Building and Technology
- a. IT team meeting with City
  - b. Deployment of PCs has begun
    - i. 14 new PCs in upstairs reference area
    - ii. Service faster
    - iii. Patrons happier, which eases burden on staff
  - c. Envisionware/TBS upgrade to consolidate services and eliminate tech issues.
    - i. Envisionware allows patrons to make reservations, pay for print jobs, etc.
    - ii. System is outdated and will need to be upgraded or replaced depending on cost
  - d. iSolved HR solutions implementation will allow information to be digitized, consolidate services, and decrease spending
    - i. Personnel management platform, all digitized
    - ii. Scheduling, vacation requests, personnel records, etc.
    - iii. Currently both TimeForce and WhenToWork services used (total \$440/month)
    - iv. iSolved will only cost \$147/month, resulting in significant yearly savings
    - v. Likely to be operational by Feb. 25
  - e. New services from Jersey Connect:
    - i. **Remote assistance** lets you connect with patrons anywhere, from anywhere, to assist them with using library resources. Patrons just need a session code to join.
    - ii. **Remote access** lets you manage your library's PCs from anywhere, to assist patrons sitting at a public PC or perform administrative tasks like updates and restarts.
    - iii. **Chat support** lets you interact with patrons from your library's website, with no software for visitors to install. There's also a WordPress plugin for easy integration with your library's website.
    - iv. There are no limits to the number of staff users, managed PCs, or sessions
    - v. Service is permanent
3. Staff and Volunteers
- a. Staff meetings held regarding reopening to the public:
    - i. Jan. 14: Librarians and support staff
    - ii. Feb. 5: All staff (*two sessions*)
    - iii. Prior notice was sent two weeks in advance
  - b. Meeting with Maintenance Supervisor to discuss reopening and opening to the public protocols
    - i. City providing snow removal and salting

- ii. Maintenance projects likely to resume now that staff is back
- 4. Continuing Education and Meetings
  - a. Feb. 11: Library Link: Services for Immigrant Communities
  - b. Feb. 24: Engaging Patrons Virtually
- 5. Collections and Materials
  - a. Top Checkouts (three-way tie!):
    - i. *Kindred* remains #1 check out
    - ii. *Needful Things* by Stephen King  
(<https://stephenking.com/works/novel/needful-things.html>)
    - iii. *Hush-Hush* by Stuart Woods  
(<https://www.stuartwoods.com/books/hush-hush-hc>)
  - b. Flipster digital magazine service, renewed, and several new subscriptions added (*see statistics*)
    - i. Roughly ~130 patrons using the service each month
  - c. Overdrive library information updated so patrons are directed to our services (*see statistics*)
  - d. Collection of Zines has begun being inventoried for circulations set to launch in March to commemorate Freedom of Information Day
    - i. History Zines are homemade, limited run publications with topics such as music, art, politics, poetry, comics, personal thoughts, reviews, etc.
    - ii. Precursors to the modern-day “blog”
    - iii. Titles in this collection all originate from New Jersey
    - iv. Most of these zines [acc. #2017.27] were collected for a Zine Show curated by Laugh Clown Laugh and held in Red Bank, N.J., 8-15 June 1996 [*the program is filed in the Laugh Clown Laugh folder*]
    - v. A zine is most commonly a small circulation publication of original or appropriated texts and images; more broadly, the term encompasses any self-published unique work of minority interest
    - vi. Link to Zines located on website (<http://trentonlib.org/wp-content/uploads/2020/04/Coll.3ZineCollection.pdf>)
- 6. Social Media
  - a. Posts and engagements are up since establishment of social media team and new direction of postings for general library accounts
    - i. Posts up 300%
    - ii. Engagement up 406%
  - b. “Social Justice Corner” Instagram is growing rapidly
    - i. 42 followers
    - ii. 11.5% increase in post engagement
    - iii. 50% increase in reach
    - iv. <https://www.instagram.com/tfplsocialjustice/>
    - v. Post subjects: environmental justice, Braille Literacy Month, MLK Jr., Stacey Abrams, non-fiction graphic novels, Malcolm X., and Audre Lorde
- 7. Library Services
  - a. Spanish-language translations (*beginning in March*):
    - i. Children’s calendars

- ii. Take-home craft instructions for youth and adult programming
- iii. Note that the Library website can be viewed in multiple languages
- b. 173 e-library accounts for Christina Seix and Ninth Grade Academy (from email applications)
- c. This month, 6,630 adult reference titles were inventoried
  - i. Items not in the system or with cataloging/labeling issues have been addressed
  - ii. Urban, graphic novels, Spanish-language, local authors, poetry cafe, and adult biographies completed
  - iii. Young Adult collection will be next, although this collection is predominantly new and not many adjustments or discards are expected
- d. Zoom storytime for group of four special education classes at Parker Elementary School.
- e. Although unable to obtain specific data regarding virtual STEM and homework help, classes continue to be offered by various NJ organizations and the tutors report that Trenton students are taking advantage of classes and services
- f. Currently three young adults signed up for Teen Action Group (TAG) and will be meeting virtually once a month supervised by an adult volunteer
- g. New adult take-home crafts are TFPL sustainable travel cups



- i.
- h. Trentoniana will continue with advanced appointment services in order to allow for social distancing in the space
  - i. Nine accessions to the collection via purchase or gift:
    - #351 Cole. Trenton Makes – The World Takes [vinyl LP] (1976). Purchase.
    - #352 Cole. Hollywood Madness [vinyl LP] (1980). Purchase.
    - #353 Cole. Side By Side [vinyl LP] (1981). Purchase.
    - #354 Analog Trenton [colored vinyl LP] #136/500 (2019). Gift of Laura M. Poll.
    - #355 Cathedral High School. Cathedral [yearbook] (1936). Gift of Michael D. Simko.
    - #356 Geffken. Stories of Slavery in New Jersey (2021). Gift of Publisher.
    - #357 Osborne. Where Washington Crossed: A History of New Jersey's Washington Crossing State Park (2012). Purchase.

- #358 Osborne. No Spot in This Far Land is More Immortalized: A History of Pennsylvania's Washington Crossing Historic Park (2014). Purchase.
  - #359 Ratcliffe. Images of America: Trenton Firefighting (2021). Gift of the Author.
  - ii. One addition to special collections (gift of John Maddock via the Trenton Museum Society)
    - Material from Maddock Pottery and Maddock Family. Gift of John Maddock via the Trenton Museum Society
  - iii. Isles donated \$1,000 to Trentoniana for their participation and help with obtaining images and conducting research for the "Reflecting Trenton" project
    - Images will be displayed throughout the Trenton downtown area
8. Library services, programming, and updates to hours of operation
- a. *(see Appendix following meeting minutes for graphics)*
  - b. New and existing virtual programming, some in conjunction with Princeton University
  - c. "Ballet & Books" will be a combined dance and literacy program
  - d. Please note that all programming is virtual due to COVID capacity limits
  - e. February is "Library Lovers Month"
  - f. Black History Month Crafts (one per week: Art, Music, Sports, and Science themes)

## VIII. Action Items

### A. Bill List

1. *(see "TFPL February 2021 Unpaid Bills")*
2. Clarification on Medicare reimbursements – individuals must now request reimbursements (by April 15)
3. Approval of Bill List
  - a. Crystal Smith made the motion to approve the February 2021 bill list
  - b. Rick Kavin seconded the approval of the bill list
  - c. **Motion passes 7-0**

## IX. Old Business

### A. HVAC – Bid Notice went out Feb. 11

1. As soon as RFP closes, necessary equipment will be purchased
2. One estimate returned so far
3. Capital funding available from City (\$17,883)
  - a. Addressing asbestos issues
  - b. Crystal suggested that the City may already have a report due to work done in previous years, though the City has not provided such a report
  - c. Costs of removal unclear, though the capital funding will pay for an assessment with remainder able to go toward abatement
  - d. Rebecca will ascertain the status of past reports (if any exist) and update the Board on cost estimates, timeline, etc.

B. Union contract status

1. Still waiting – final version likely completed today (Feb. 11)
2. COL increase to be paid out retroactively to staff (from Jan. 1)
3. Elizabeth noted that Section 10 needed to be addressed, and Rebecca will double-check all other edits

**X. New Business**

A. East Trenton Library Community Center

1. East Trenton Collaborative approved to participate in renovation of East Trenton Library (\$1.5M between ETC and City of Trenton)
2. Will NOT be associated with the Trenton Free Public Library
3. No current funding for operations, furnishing, staff, second floor, etc.
4. Planned opening Sept. 2021
5. City HED Director Ben Delisle reached out regarding the proper opening of another branch
  - a. Rebecca discussed logistics, along with necessary updates to the main branch building
  - b. Would prefer to work to improve transportation and access rather than opening a second branch
  - c. Consultant being hired to assess feasibility (in conjunction with HED and CDBG administrator)
6. Historically named the “Samuel Dickinson House”
7. Rebecca will engage ETC, City stakeholders to find a suitable solution
8. May request to meet with Council President Kathy McBride concerning realistic options

NOTE: meeting dispersed at 7:05 due to “Zoom bombers” posting racist, sexually explicit materials

- Meeting resumed at a different Zoom link at 7:10
- City’s Chief of Technology Joey Rivera has been notified and will assess options

B. Library Budget

1. Likely to run \$40k over
2. Rebecca will present a plan to the Board

C. Strategic Plan and Capital Plan

1. Resume committee meetings
2. This will allow for increased grants and donations
3. Rebecca will reach out to the committee

D. Transforming and Modernizing the Library

1. How to increase services and engage community?
2. Update logo/colors
3. Continued website upgrades
4. Increased outreach around immediate geographic area surrounding Library
5. Engage greater community as the weather warms
6. Deniece: perhaps engage a marketing intern from local colleges, etc.

E. Student Attendance/Library Cards

1. Working with Youth Services Librarian, Superintendent Llano, and others
2. 12,000 students, so need to keep it simple
3. Perhaps linked to student ID?

- F. Self-defense training for staff
  - 1. Staff members will provide optional training
  - 2. Board welcome to participate
  - 3. Dates and times TBA

**XI. Announcements**

- A. The next regularly scheduled Board of Trustees meeting is Thursday, March 11, 2021, beginning at 6:00 pm

**XII. Executive Session (*if required*)**

- A. Executive Session entered at 7:55
- B. Executive Session closed at 8:20

**XIII. Adjournment**

- A. Elizabeth Yull makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 8:21 pm

Respectfully submitted,

Rick Kavin  
TFPL Board of Trustees Recording Secretary



## Appendix: Graphics for Library Services, Programming, and Hours of Operation



**Free Webinar**

**Free Your Life of Clutter!**

**Friday, February 26, 2021 at 3 PM**



*For more information, see our event calendar at [www.trentonlib.org/event](http://www.trentonlib.org/event)*



**Curbside Service Available**

**for materials pickup, prints, scans, fax, and copies**



**Service is available during the hours below:**

**Monday and Thursday: 10 am - 7 pm**

**Tuesday, Wednesday, and Friday: 10 am - 4 pm**

**Saturday: 11 am - 2 pm**



*click the Slide to See Our Curbside Service Policy for Details*

In partnership with Trenton Public Library  
and Princeton University Ballet

For ages  
**6-9 years-old**

Free for all  
participants

Weekly  
programming  
begins **March 6**



**ballet&books**



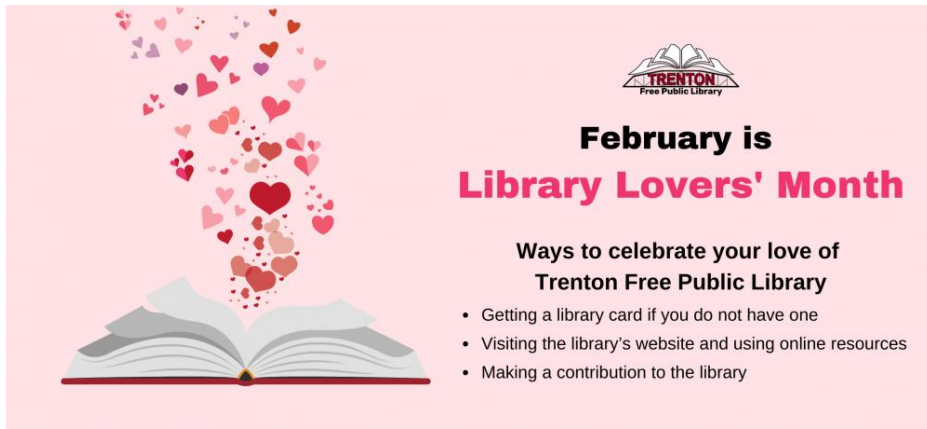
**New Hours of Operation**

**Monday, Thursday : 9 AM - 8 PM**

**Tuesday, Wednesday, Friday : 9 AM - 5 PM**

**Saturday : 10 AM - 3 PM**

*The library is open to the public with a limited capacity of 25%.*



Celebrate Black History Month with a craft series from the Children's Room! Each week will focus on a different area of Black accomplishment. This week, we turn the spotlight on Alma Woodsey Thomas, an art teacher turned professional painter. Crafts will be available in the Children's Room.

(art, music, sports, science)

**Grow with Google: Work Smarter This Year With Google's Productivity Tools**

**February 17 @ 12:00 pm - 1:00 pm**

You already use Google Workspace, Gmail, Calendar, Meet, Docs, and more. Now what? This workshop, hosted by Laura Mae Martin, Google's Executive Productivity Advisor, will share productivity tips to help you work faster and smarter. You'll learn how to organize emails into tasks in one step, use voice-to-text typing in Docs, create Calendar work blocks to manage your time, and more. We will cover both free and paid features.

**Products:** Google Workspace, Gmail, Calendar, Meet, Docs

**Difficulty Level:** Introductory