



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
January 14, 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 6:07 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, Rick Kavin, and Alfonso Llano

IV. Agenda Approval

A. Deniece requested to clarify that both the regular December 2020 minutes and Emergency Board meeting minutes (from Dec. 22) would be approved

B. Elizabeth Yull made the motion to approve the January 2021 agenda

C. Lavern Rice seconded the approval of the agenda

D. **Motion passes 7-0**

V. Approval of Minutes

A. December 10, 2020 Regular Meeting

1. Pat Smith corrected the date of the present meeting from January 12 to January 14, as scheduled
2. Elizabeth Yull made the motion to approve the minutes (as amended) from the regular December 10, 2020 Board meeting
3. Lavern Rice seconded the motion
4. **Motion passes 7-0**

B. December 22, 2020 Emergency Meeting

1. Elizabeth Yull made the motion to approve the minutes (as amended) from the regular December 10, 2020 Board meeting
2. Lavern Rice seconded the motion
3. **Motion passes 5-0-2, with Crystal Smith and Pat Smith abstaining**

VI. Open Public Address

- A. Ned K. (Library Page), Natasha M. (Outreach Librarian), and Pat Tumulty (Friends of the TFPL) joined the call
 - 1. Christian joined midway through the call
- B. Ned offered to comment on any questions or issues from the perspective as a page
 - 1. Ned noted the signing of a protocol document addressing the events in Washington, DC on January 6th and threats against Trenton and other state capitals – this document instructs staff on emergency procedures
 - 2. He noted that the issue has been well-handled by the Library administration
 - 3. Alfonso inquired about drills and preparation, and Ned noted that there are trainings led by TPD and the Library administration
- C. Deniece asked Alfonso to introduce himself
 - 1. Alfonso has served as an administrator in Trenton for roughly ten years
 - 2. Currently serving as Acting Superintendent – no timeline for a permanent superintendent (to be decided by the District)
 - 3. Alfonso seeks to enhance and support the collaborations between the School District and the Library
 - 4. All expressed their gratitude for Alfonso’s attendance

VII. Presentations

- A. Financials (*presented by Ann C. Zawarkay, CPA, CGMA*)
 - 1. (*see December 2020 financial reports from Ann C. Zawarkay, CPA, CGMA*)
 - 2. State Aid below budget due to paperwork error by grantor – will appear on next fiscal year (FY2022)
 - 3. Facilities and utilities under budget
 - 4. Insurance expenses and technology caught up with budget after resolving timing issues
 - 5. Security under budget due to closures and reduced schedule due to COVID and use of private security service
 - 6. Expenses budgeted over 12 months, but work not necessarily spread out, so currently ahead of budget but will likely catch up as the year progresses
 - 7. Baker & Taylor credits (from terminating media box program) not in dollars but in “points,” which can be used to lease books
- B. Budget Update
 - 1. Adjustments to budget highlighted in yellow to accurately depict actual vs. target amounts
- C. Personnel Report
 - 1. (*nothing to report*)
- D. Friends of TFPL (*presented by Pat Tumulty*)
 - 1. Pat thanked the Board for the gift presented for her retirement from the NJLA
 - 2. Zoom meeting scheduled for Jan. 21st to discuss fundraising and programming initiatives for 2021
 - a. Pat will discuss some strategies used by the Princeton Library and how they may adapted in Trenton
 - b. Looking forward to full re-opening, Summer Reading, and other programs

3. Pat thanked the Library staff and Board for their work and adaptability during the ongoing COVID pandemic
 4. Pat thanked Superintendent Llano for his commitment to the Library/TPS partnership
 5. Trustee Association will host training sessions for new Trustees in February (evening and Saturday sessions)
 6. Program on “Johnson Legislation” that allows municipalities to vote for higher tax rates to support public libraries
 - a. Scheduled for Feb. 3rd
 - b. Currently One-Third Mill is allotted
 - c. Mahwah has implemented this
- E. COVID Sick Leave/Hazard Pay (*presented by Natasha, Outreach Librarian/Union Shop Steward*)
1. Desire to mirror municipal policies
 2. March 11, 2020 memo from City of Trenton indicated that staff was *not* required to use time off for COVID issues with doctor’s note
 3. 2021: extension of last year’s 80 hours of “COVID time” not currently being discussed by State
 4. Staff members may not be able to afford time off otherwise and may feel pressured to come to work even if they are showing symptoms, especially for part-time staff who do not have accrued paid time off
 5. EO 192 (Gov. Murphy) asked employees to disclose any symptoms
 6. City of Trenton language is for “essential staff members”
 7. Natasha suggested that the staff has been serving as “essential staff” since the Library’s reopening in July
- F. Director’s Report (*presented by Director Rebecca FrancoMartin*)
1. Smith Family Foundation’s Seamon “Bud” Smith passed away Sunday, January 3rd
 - a. Donation of a grove of 3 memorial trees as a living memorial in his name.
 2. Avanzar Community Conversations will be on hold until they are able to replace a staff member that left
 3. Building and Technology
 - a. HVAC service contract has been renewed
 - i. Obtaining cost estimates
 - ii. Renewal allows company to service existing equipment in addition to new equipment
 - b. Electrician services needed
 - i. Recommendation from the City: Bryan Electric
 - ii. Will need “cherry picker” truck – City’s vendor can provide
 - iii. Lights will be replaced
 - c. E-Rate has been renewed
 - i. Awaiting cost estimates
 - ii. Shanna providing necessary paperwork
 - iii. Discounted rate for internet service
 - d. JW Kennedy – fire extinguisher inspection
 - i. Assessed to be in working order
 - e. Working with vendors to address Cyber Security Audit findings
 - i. Breaches addressed
 - ii. Changes/updates to be made to website

- f. Cabling for technology upgrade has been completed
 - i. Still facing delays on installation of equipment
 - ii. PCs were supposed to have been installed by Dec. 15th
 - i. Some staff computers non-functional
 - iii. Rebecca has been in contact with City's Chief of Technology, Joe Rivera, and representatives from Maestro (the City's contracted IT vendor)
 - iv. Library is often not prioritized for technological services
 - v. **Rick will urge the IT Department to address this in a timely manner**
- g. Governor shared a PPE discount (65%) that we took advantage of through Staples
 - i. PPE obtained at that discount through that grant
- 4. Staff and Volunteers
 - a. Staff member's brother passed
 - i. Staff took up a collection and presented a sympathy card
 - ii. Attended services in support
 - b. Spirit Week - 12/14-12/18 & holiday brunch 12/23
 - i. Brunch was 'grab-and-go' style due to COVID gathering restrictions
 - c. Creation of tutorial for "Pick Time" (User Needs and Assessment Librarian)
- 5. Continuing Education and Meetings
 - a. Rebecca attended an NJLA sponsored COVID Vaccine webinar
 - i. Library staff are not bracketed off as a category for vaccine registration on the NJ COVID registration site
 - ii. Per Deborah Cornavaca (Gov.'s Office), staff may register under the "Education" category
 - iii. Other than county sites, individuals should *not* have to show ID or proof of their occupation
 - iv. Caregivers can also register as Health Care Providers
 - b. Social Media team meeting - increased engagement with patrons
 - i. Team of five staff members currently engaging on social media
 - ii. Increased diversity of information and thought
 - c. "Beyond the Binary: Health Resources for Sexual Gender and Minorities" (NNLM-User Needs & Assessment Librarian) for Consumer Health Information Specialization Certificate Renewal
 - i. This Librarian manages the Library's Health Corner
- 6. Collections and Materials
 - a. Top 2 Adult Fiction reads: Brit Bennet's *The Mothers* and *The Vanishing Half*
 - b. Patrons are catching up on classic DVDs. *Columbo* (various seasons) is a top checkout
 - c. Weeding project continues and will be ongoing as the collection still has an overabundance of titles that need to be removed and or updated
 - i. Depending on collection, books removed based on last time checked out, quality of physical book, relevance/accuracy of material, etc.
- 7. Finances

- a. Awaiting a total on proceeds from the B&N fundraiser
 - i. Last year, took several weeks
 - b. Awarded a \$1,000 grant from the Smith Family Foundation to purchase Preschool Curriculum Support Literacy Bags
 - i. Bags will contain thematic books that correspond to the Creative Curriculum used by Trenton preschools
 - ii. Bags will be available for checkout by City preschool educators
 - iii. Bags will be available as soon as they are packaged
 - iv. Youth Services Librarian has already conducted outreach with preschools
 - v. More than 20 participating schools so far
8. Programming and Outreach
- a. Adult Services
 - i. Recipe Exchange on Facebook featuring staff and patron family members
 - ii. Adult Art Club continues with mason jar lid snowman painting, succulent terrariums, and snow globe craft tumbler
 - b. Youth Services
 - i. 350 gifts were purchased, wrapped, & distributed to Trenton youth thanks to the PBA, SOA, and a private donor
 - PBA & SOA provided 250 gifts
 - The donor provided an additional 100 gifts
 - ii. Served 489 youth this month, including through virtual programming
 - iii. 26 Young Adults participated in take home crafts of abstract canvas painting with watercolors and ornament painting
 - Young Adult participation down during COVID
 - Beginning this month STEM based crafts will be offered to young adults once a month upon request
 - Partnering with ZOB Epsilon Xi Zeta who distribute crafts and will assist with virtual programming.
 - **Alfonso can aid in outreach to schools and students**
9. One Book, One Trenton (Presented by Natasha at Deniece's request)
- a. Take-home programming being developed
 - ii. Vision Boards
 - iii. Letter to Ancestors
 - b. Projects to be featured on program webpage
 - c. Rashad Malik Davis will do a 'draw-and-talk' presentation on the graphic novel
 - d. **Rick will share Rashad's video event from the Hoboken Library**
 - e. Damaris (Youth Services Librarian) will host a youth event as well for youth and their parents
 - f. Crystal inquired about Zoom Book Club meetings
 - a. TCNJ staff members have been less responsive due to second wave of COVID
 - b. Natasha noted that asynchronous events are more successful than 'live' Zoom events

- g. Deniece inquired about utilizing the Ancestry.com service in conjunction with the *Kindred One Book* project
 - a. Will serve dual purpose of publicizing both One Book and the service itself

VIII. Action Items

A. Bill List

1. (*see "TFPL January 2021 UNPAID BILLS"*)
2. Approval of Bill List
 - a. Crystal Smith made the motion to approve the January bill list
 - b. Lavern Rice seconded the approval of the bill list
 - c. **Motion passes 7-0**

B. Personnel Changes

1. (*no personnel changes*)

IX. Old Business

A. HVAC/Roof

1. Currently wrapping up current scope of work
2. Engineers have been back in the Library several times since last meeting
3. Sample RFP sent to vendor in order to prepare RFP due to technical requirements
4. RFP will be put out in accordance with procurement requirements

B. COVID – Library Operations

1. Still maintaining same status as last month
2. Library open for appointments for services
3. Self-service for faxes, scans, and copies
4. Additional PPE acquired (*see above*)
5. Reading Room closed, so patrons restricted to one side of building
6. Staff assisting patrons in retrieving books for check-out
7. Average number of in-person patrons is ~2500/month
 - a. Typically ~10,000/month during non-COVID times
 - b. Down due to COVID
 - c. Also down due to lack of Youth patrons, though Youth remote/take-home participation is steady
 - d. Adults mostly coming in out of need (document services, computer use, etc.)

C. Union Contract Status

1. One more meeting to be set up
2. Contract to be signed after that meeting
3. Current contract expired 12/31/2020

X. New Business

A. National/State Historic Registry – Historic Building

1. Documents distributed by Rebecca
2. Library not currently on any historic registry
3. Clark Caton Hintz previously completed (but did not submit) an application
4. Library may apply to be part of the National Register of Historic Places program
5. Rebecca determining whether Library (historic side) is eligible to be part of such a registry

6. Liz noted that there may be an application fee, but that it was worth investigating
 7. Deniece suggested engaging with/partnering with the Trenton Historical Society
 - a. Laura from Trentoniana is a member of THS
 - b. John from CCH provided documentation from previous application that was not submitted
- B. Sick Leave Bank
1. Staff can draw from bank during extended absences
 2. Rebecca investigating similar programs at other libraries
 3. There may be tax implications for those who donate time
 4. How do differently-salaried staff donate time?
- C. Rago – Appraisal
1. Some staff somewhat disappointed in appraisals of certain items
 2. Liz noted that the first Rago appraisal was for items assumed to have a higher value
 - a. Second appraisal for additional items
 - b. Some items seem low compared to value paid (i.e. item #43 by Robert Sakson, appraised for \$400 but the Friends paid significantly more)
 - c. How will this affect insurance?
 - d. Liz suggested numbers should be increased by 50%
 3. Appraisal being done to assess value of art collection
 4. This appraisal was provided at no cost due to delays

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, February 11, 2021, beginning at 6:00 pm
- B. Deniece: noted the events at the Capitol in Washington, DC and the threats against state capitals, including Trenton
 1. Her office will not be going to work through the inauguration

XII. Executive Session (*if required*)

- A. Executive Session began at 7:40pm
- B. Executive Session ended at 8:13pm

XIII. Approval of Emergency Coronavirus Sick Leave Policy

- A. Lavern Rice made the motion to approve the minutes (as amended) from the regular December 10, 2020 Board meeting
- B. Pat Smith seconded the motion
- C. **Motion passes 7-0**

XIV. Approval of FY2022 Budget

- A. Liz Yull made the motion to submit the budget to the Trenton City Council
- B. Deniece Johnson seconded the motion
- C. **Motion passes 7-0**

XV. Adjournment

- A. Liz made a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 8:15pm

Respectfully submitted,

Rick Kavin
TFPL Board of Trustees Recording Secretary