



The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
May 13, 2021 at 6:00pm
[Meeting in person with Zoom option]

Trustees: Deniece Johnson (President), Elizabeth Yull (Treasurer), Rick Kavim (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 6:03 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, Crystal Smith, and Rick Kavim

B. Not Present: Lavern Rice and Alfonso Llano

IV. Agenda Approval

A. Liz Yull made the motion to approve the May 2021 agenda

B. Crystal Smith seconded the approval of the agenda

C. **Motion passes 5-0**

V. Approval of Minutes

A. April 8, 2021 Regular Meeting

1. Liz Yull made the motion to approve the minutes from the May 2021 Board meeting
2. Pat Smith second the motion
3. **Motion passes 4-0-1** (Deniece abstained due to her previous absence)

B. April 27, 2021 Emergency Meeting

1. Rick Kavim made the motion to approve the minutes from the Emergency Board meeting
2. Liz Yull seconded the motion
3. **Motion passes 5-0**

VI. Open Public Address

- A. No members of the public present via Zoom
- B. *(no public comment)*

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

- A. *(see “May 2021 financial reports” from Ann C. Zawarkay, CPA, CGMA)*
- B. \$1.7M in investments accounts
 - 1. \$72k decrease due to operating activity
- C. Personnel, salaries/taxes, health benefits, materials, programming, facilities, utilities, technology, security, room upgrades all under budget
 - 1. Audit expense under budget, but invoice from Mercadien forthcoming
- D. With Reading Room and technology upgrades excluded, still under budgeted deficit
- E. Retro adjustment paid in October, and another forthcoming due to union contract being finalized
 - 1. Personnel will still remain under budget
- F. Clothing donations received and included in adult programming expenses

VIII. Presentations

- A. Audit *(presented by Mercadien)*
 - 1. Scope of Services
 - a. Report on Financial Statements and Supplemental Information
 - i. Audit Report
 - ii. DLGS/DCA requirements included
 - 2. Audit process is risk-based
 - a. Look at most high-risk accounts to narrow focus
 - b. Evaluate controls and compliance as required by gov’t auditing standards
 - 3. Opinion
 - a. Clean opinion on supplemental information
 - 4. No findings on internal control or non-compliance
 - 5. Summary
 - a. Cash up \$380k due to late Trenton receivables
 - b. Equity down \$124k due to differing revenues and expenses
 - 6. Recommendations
 - a. City Finance Department should “match” the Library’s accounting
 - i. Library should receive a budget account status report
 - ii. NOTE: this was indeed received this year from Finance
 - b. Tracking/review of supplies and miscellaneous expenses
 - c. Donations and grants, which have gone up, may be restricted or have certain compliance requirements, so there should be explicit policies, procedures, and tracking mechanisms
 - 7. Required Communications
 - a. No changes to audit procedures
 - b. No new accounting standards adopted
 - c. Four audit adjustments (nothing out of the ordinary)
 - d. No uncorrected statements – all corrections included
 - e. Only estimate is for footnotes, such as paid time off for employees
 - f. Full cooperation from management
 - 8. Liz Yull made a motion to accept the draft audit
 - a. Pat Smith seconded the motion

- b. **Motion passes 4-0-1** (Crystal Smith abstained)
- B. Personnel Report (*presented by Shanna Leggett*)
 - 1. (*no personnel changes*)
- C. Friends of TFPL (*presented by Pat Tumulty*)
 - 1. The friends will support the Library's 119th "Birthday Party"
 - a. Building events until the 120th anniversary
 - b. Sponsoring book event on June 8th
 - c. Birthday card "pay-to-sign" program – donate to sign the birthday card before June 5th
 - 2. Summer Reading involvement
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
 - 1. **COMMUNITY PARTNERS**
 - a. Donation from Secaucus Mayor of Ralph Lauren clothing distribution at Fresh Start @ Your Library
 - b. Articles distributed to Board members (from *Trentonian* and NJ.com)
 - c. Good press for TFPL, FreshStart, etc. which led to increased traffic for the program
 - 2. **BUILDING & TECHNOLOGY**
 - a. **iSolve** (Human Resource management system)
 - i. Successful start so far – no more paper!
 - ii. Managing payroll and calculating staff paid time off
 - iii. Next step is utilizing additional features to digitally manage staff records
 - b. **Tech upgrade**
 - i. Progressing rapidly though with some challenges
 - ii. IT did work two Saturdays in past month
 - iii. Patron and administration computers upgraded
 - iv. Envisionware and TBS troubleshooting connection issues with Tech Services Librarian
 - v. Computer use is up more than 50% with average session lasting about 30 min
 - vi. Complaints from patrons are down
 - c. **CDBG (Accessible Ramp and Doors)**
 - i. NJSHPO letter of request for approval of project plans was submitted
 - ii. Updated cost breakdown sent to the City to request additional funding to complete the project as rendered in architectural drawings
 - d. **Main Entrance Doors**
 - i. Doors are deteriorating and will need repair if project does not move along in a timely manner
 - ii. Only one company – Jammer Doors – able to service the doors, and they are booked for three weeks at least
 - 3. **STAFF & VOLUNTEERS**
 - a. 151 hours or approx. 3 full weeks of assistance from our **interns and volunteers** in Trentoniana
 - b. **Customer Service Reviews**
 - i. Received several excellent customer service reviews of our staff through patron request forms!

- ii. Staff have been diligent in working with patrons to ensure they are provided services to the best of their ability, even with restrictions in place
 - iii. Replacement of outdated IT equipment has reduced the negative interactions related to technical issues
- 4. **CONTINUING EDUCATION & MEETINGS**
 - a. Staff continues to attend various virtual webinars for **professional development**
 - i. Increased accessibility and decreased costs due to virtual setting
 - b. **Library Construction Bond** meeting was held on 5/4 to discuss how we will proceed for the second round
 - i. **Emergency Board meeting likely** as plans are due 6/4
- 5. **COLLECTIONS & MATERIALS**
 - a. **Baker & Taylor**
 - i. Rebecca and Outreach Librarian met with B&T
 - ii. Discussed ordering options to prevent duplications of Social Justice materials when ordered through multiple carts, as the Social Justice Corner is a standalone connection
 - b. **Stacks weeding project** and cataloging of all display case materials is continuing
 - i. Aiming to eliminate unnecessary items in advance of HVAC work
 - c. **Adult Non-Fiction**
 - i. Overhaul continues
 - ii. Ordering surpassing that of non-fiction to update and add new materials, including Adult Reference materials
- 6. **FINANCES**
 - a. **Surplus funds** will likely be used to complete roof repairs prior to the completion of certain portions of the HVAC project
 - b. **Estimate for roof repairs** came in much lower than expected
- 7. **LIBRARY SERVICES**
 - a. 21 adult resident **cards issued** this month
 - i. First time in nearly a year that we've had a sizeable number of adult cards issued
 - ii. During the pandemic, cards have been almost exclusively for children, so this is heartening!
 - b. **Circulation** of materials is approximately the same as the previous month where we saw a 46% increase.
 - i. Hopefully, this trend continues as restrictions lessen and patrons return to the library.
 - c. **Kindle Fire Devices** (from PACF grant)
 - i. Registered, safety features installed, and cataloged
 - ii. 8 students currently using them for an online animation class
 - iii. Preschoolers have been visiting the library have been utilizing these instead of PCs
 - iv. The tablets have preloaded material that is age appropriate, including literacy apps, websites, and books
 - d. **Early Literacy Workshop**
 - i. Held by Youth Services Librarian

- ii. Geared toward parents of preschoolers from CYO (Catholic Youth Organization)
- e. **Dollar General Grant**
 - i. Youth Services Librarian applied for grant for AWE Literacy All-in-one Bilingual Spanish Workstation with Dollar General
- f. **Youth Services**
 - i. 748 youth served
 - ii. Take-home craft bags, digital drawing class, Ballet & Books (200), Poetree (27), Virtual Storytime (287), and other virtual programming
- g. **Teen Action Group (TAG)**
 - i. 6 participants in the program (up from 2)
 - ii. Teens are excited to return to the Library for small group programs and checking out materials
- h. **YA Summer Reading**
 - i. Planning is in progress
 - ii. 200 books ordered to giveaway as prizes
 - iii. Teens requested books to read at home rather than toys/trinkets as prizes
- i. **Birthday Party Preparations (June 5th from 11am-2pm)**
 - i. Art contest to be displayed in the garden
 - ii. Art projects for patrons to take away
 - iii. Funktastics from TASK will be playing live music
 - iv. Donations from Wegmans, Wawa, and awaiting a response from Panda Express, UTZ, and Habit Burger
 - v. Community partners have also been contacted and we are awaiting confirmation of attendance. (KinderSmile, YMCA, Isles, Trenton Health Team, Fresh Start, and TASK)
- j. **Website Patron Inquiries**
 - i. Increased to more than 2 per day
 - ii. Averaging 30-60 per month
 - iii. Inquiries include printing/faxing, open hours, research requests, programming, and services
- k. **Computer Use**
 - i. Steadily increasing
- 8. **TRENTONIANA**
 - a. **Research Assistance Requests**
 - i. Steady with 21 visits during the 15 days the room was open
 - ii. 20 additional inquiries via the research form
 - b. **New Additions**
 - i. 8 new accessions to collections
 - ii. Additions to special collections
 - iii. Matchbooks from 13 Trenton businesses
 - Four matchboxes from four Trenton area, 2 Trenton proper
 - Check out the Instagram post!

IX. Action Items (this occurred between VIII(A) and VIII(B))

A. Bill List

1. (see "TFPL May 2021 Unpaid Bills")
2. Approval of Bill List
 - a. Crystal Smith made the motion to approve the May bill list
 - b. Pat Smith seconded the approval of the bill list
 - c. **Motion passes 5-0**

X. Old Business

A. HVAC – update

1. Kickoff meeting with EMY (awarded vendor) and Clark Caton Hintz
2. Library still waiting for City approval for permits
3. In the meantime, Library is ordering components, as shipping time is much longer due to COVID
4. Rick spoke to City HED Director Ben Delisle about expediting the process

B. Tuition Assistance for Employees Pursuing Masters of Library Science or Masters of Library and Information Science Degrees

1. Tabled at the April meeting to allow for Board review
2. \$10,000 annual fund to be distributed between awardees based on availability
 - a. Fund will be renewed annually only if funding is available
 - b. Funds will be reimbursed to participating staff members
3. Program must be accredited by American Library Association (ALA)
4. Pat Smith made a motion to approve the Tuition Reimbursement Policy
 - a. Crystal Smith seconded the motion
 - b. **Motion passes 4-1** (Deniece voted in the negative)
5. Deniece also suggested an additional or expanded program for other staff members and positions, to be discussed at a future meeting
 - a. There is currently a professional development fund for some of these costs

C. COVID -Library Schedule Update

1. Summer Schedule, beginning June 1
2. Weekdays 9am-3pm and 2pm-8pm staff schedules to persist to remain COVID compliant, while Saturdays will be 10am-3pm
3. Capacity limits eliminated by Gov's EO, but social distancing must continue
4. Won't open community rooms to the public for large gatherings until at least September

XI. New Business

A. Board of Trustees Nominations

1. Board President
 - a. Crystal nominated Liz
 - b. Liz seconded the nomination
2. Treasurer
 - a. Liz nominated Crystal
 - b. Pat seconded the nomination
3. Secretary
 - a. Pat nominated Rick
 - b. Crystal seconded the nomination

- c. It was rightly noted that Rick is “the best Secretary”
- 4. **Nominations to be voted upon at the June meeting**
- B. Resolution for Mini CARES Act Grant Application
 - 1. The Library must provide the required documentation to apply for the grant
 - 2. TFPL Laptop Program - \$9,558.54
 - a. Laptops for patrons to check out within the Library
 - b. These are *not* for home use
 - 3. Liz made the motion to sign the application form for the Mini CARES Act Grant
 - a. Crystal seconded the motion
 - b. **Motion passes 5-0**

XII. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, June 10, 2021, beginning at 6:00 pm
- B. Liz: May 15, 1900: first-ever TFPL Board of Trustees appointed
 - 1. Five-person Board
 - 2. Ferdinand Roebing was the first Board President
 - 3. The Board is actually older than the building!
- C. Rick: Vaccination clinics ongoing throughout the City
 - 1. If anyone is having trouble getting an appointment or knows someone who is, please contact Rick!
 - 2. Homebound, nights/weekends, etc.

XIII. Executive Session (*if required*)

- A. Executive Session entered at 7:21
- B. Executive Session ended at 7:31

XIV. Adjournment

- A. Liz Yull makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:31 pm

Respectfully submitted,

Rick Kavin
TFPL Board of Trustees Recording Secretary