



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
June 10, 2021 at 6:00pm**

Trustees: Deniece Johnson (President), Elizabeth Yull (Treasurer), Rick Kavin (Recording Secretary, Mayor's Delegate), Lavern Rice, Crystal Smith, and Patricia Smith

City Council Liaison: Robin M. Vaughn (*not present*)

Staff: Rebecca FrancoMartin (Director) and Shanna Leggett (Administrative Assistant, *not present*)

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, Lavern Rice, Crystal Smith, and Rick Kavin

B. Not Present: Patricia Smith

IV. Agenda Approval

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

B. Lavern Rice seconded the approval of the agenda

C. **Motion passes 5-0**

V. Approval of Minutes

A. May 13, 2021 Regular Meeting

1. Elizabeth corrected the footer to reflect that the meeting was held in person with a Zoom option, and further corrected Section V(A)1 to approve the April 2021 minutes (rather than May, as erroneously noted)
2. Elizabeth Yull made the motion to approve the minutes (as amended) from the regular May 13, 2021 Board meeting
3. Lavern Rice seconded the motion
4. **Motion passes 5-0**

B. June 1, 2021 Emergency Meeting

1. Lavern Rice made the motion to approve the minutes (as amended) from the regular June 1, 2021 Emergency Board meeting
2. Elizabeth 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. Presentations

- A. Financial Report *(presented by Ann C. Zawarkay, CPA, CGMA)*
 - 1. *(see “May 2021 financial reports” from Ann C. Zawarkay, CPA, CGMA)*
 - 2. \$1.8M in investment accounts
 - a. \$94k increase due to operating activity
 - b. Fourth quarter appropriation received from City of Trenton
 - 3. \$2.8M total fund balances
 - 4. \$368k various trust funds and trust fund income to be released
 - 5. Personnel, salaries/taxes, health benefits, materials, programming, facilities, utilities, technology, security, room upgrades all under budget
 - 6. With Reading Room and technology upgrades excluded, still under budgeted deficit
 - 7. Net income was a deficit of approx. \$50k
 - a. Budgeted deficit for period was \$838k
 - b. Positive variance of \$788k
 - c. Positive variance from operations of \$57k
 - 8. Money to be kept in escrow (\$9,000) with City of Trenton – approximately one month’s worth of security payments – to cover the costs of two payroll periods
 - a. Trenton Police Department not utilized since the start of Blue Line Security’s work
- B. Personnel Report *(presented by Director Rebecca FrancoMartin in lieu of Shanna Leggett)*
 - 1. Resignation of Outreach Librarian
- C. Friends of TFPL *(presented by Pat Tumulty)*
 - 1. Participating in Library’s Birthday Celebration on 6/5
 - a. Pat engaged with TD Bank representatives, who donated more than \$100 worth of food and refreshments for the event
 - 2. Selling tote bags to support the Library
 - a. Developing further “Library swag” to be sold to patrons as a fundraiser
 - 3. Book talk sponsored for *The Engineer’s Wife*
 - a. Seeking further speakers and titles related to the City of Trenton and relevant individuals and events
 - b. Looking for sponsors for future events that will help facilitate further community engagement
 - c. Elizabeth Yull recommended *From the Block to the Boardroom* by Tracey Syphax
 - 4. Will also work to promote and support the Summer Reading program
- D. Director’s Report *(presented by Director Rebecca FrancoMartin)*
 - 1. **Thank you to all who turned out for the Library’s Birthday Celebration on 6/5**
 - 2. **COMMUNITY PARTNERS**
 - a. Received a Proclamation from City Council in recognition of the Library’s 119 years of service
 - b. Trent House Deed Presentation (6/6)

- i. The Director and Board President attended the event
 - ii. William Trent House and Trenton Historical Society purchased the deed signed by Mahlon Stacy that conveyed the property to William Trent
 - iii. After display at the Trent House, the deed will be transferred to the Library for safe keeping
- 3. **MARKETING**
 - a. **PMZ Films**
 - i. Affiliate of Fulwell 73 UK Limited
 - ii. Interviewing a photographer on Sunday June 13 in the Reading Room
 - iii. Will be used in a documentary based on the FBI case: D.B. Cooper Hijacking
 - iv. The Director distributed materials about the documentary
 - b. **Baseball**
 - i. Trenton Generals & Capitols from the Atlantic Collegiate Baseball league pocket schedules available
 - ii. Games are held in Moody Park
 - iii. We are advertising for all 104 games over two months for minimal cost
 - iv. The ad will promote the Library, including hours and website information
- 4. **BUILDING AND TECHNOLOGY**
 - a. **FEMA**
 - i. Working towards reimbursement for COVID supplies
 - Incident period: 1/20/20-present
 - Event declaration by FEMA: 3/20/20 – 12/20, and then again from 1/21/21-9/30/21
 - Reimbursement available for PPE materials purchased & used up to 9/14/20
 - Staff time accrued on project is covered.
 - b. **Niche Academy**
 - i. Can purchase guides on how to use databases, manuals for staff trainings, etc.
 - ii. Can incorporate into website widgets to allow patrons to access tutorials virtually while still staying on the Library website
 - iii. Saves time and effort for staff on having to create tutorials
 - iv. More than 800 libraries use this programming, and more than 80% have seen increases in online use
 - v. One-time cost (with discount) was \$2,520
 - c. **Jammer Doors**
 - i. Main entrance doors have been repaired and are now fully functional
 - ii. One more part to order, which will be installed upon arrival
 - d. **Building Exterior Repairs**
 - i. Several repairs required on exterior of historic portion of building
 - ii. Steps are damaged, with one step in need of repointing
 - iii. A mason will be coming out on 6/11 to look at a gap in the steps as well as the corner of the roof

- iv. Currently seeking guidance on how best to proceed – mason will advise
5. **STAFF & VOLUNTEERS**
- a. **Duties were redistributed** following departure of Outreach Librarian
 - b. **Staff Hours**
 - i. Adjusted to meet staffing requirements now that the Library has fully reopened
 - ii. No more work from home hours – all staff back in the building
 - c. **Computer classes**
 - i. Tech Services Librarian will be offering computer classes
 - ii. The Director distributed the flyer for “Basic Computer Skills” training
 - iii. Lessons will be taught to patrons in groups of no greater than five individuals
 - iv. Topics will include typing, Microsoft Word, Excel, etc.
 - d. **Interns, volunteers, and paid assistants** worked 88 hours in Trentoniana
 - e. **Library’s 119th Birthday Celebration**
 - i. Community partners, including members of the Board of Trustees, patrons, and the Friends of Library volunteered to make the event a success
6. **CONTINUING EDUCATION & MEETINGS**
- a. We were a member of the **Trenton Public Schools Community Technology Meeting**
 - i. The Director is on the Committee
 - ii. TPS and FCC (previous IT company for the City) are working to make the TPS website more user-friendly and better connected to community partners such as TFPL who can provide additional services and resources
 - iii. Reorganization will take up to five years
 - b. **NJLA Conference**
 - i. History Fair/Upload library history exhibit
 - May seek to do a Trentoniana-centric event
 - Trentoniana personnel will curate items, articles, and images
 - ii. Plainfield Marketing may provide a useful template
7. **COLLECTIONS & MATERIALS**
- a. Preparing for **end of fiscal year**
 - i. Provided budget updates to staff to spend down remaining funds
 - b. **Better World Books** is being utilized for weeded items to ensure they are recycled
 - i. Staff enters ISBNs, and if they are desired by Better World Books, they are sold and funds are returned to the Library
8. **FINANCES & FUNDING**
- a. **Princeton Area Community Foundation grant** awarded to enhance Youth Summer Reading programs

- i. Goal is to support low-income families and children to support youth programming to avoid “summer slide” and “pandemic slide” due to school breaks and remote learning
 - b. **LCB Round 2 grant application** has been submitted
- 9. **LIBRARY SERVICES**
 - a. **Adult Art Kits**
 - i. Monthly kits will continue to be offered
 - ii. Projects are planned for the year
 - iii. Very successful with adult patrons
 - b. **Shelf Help**
 - i. Shelf Help provides recommendations based on preferences, past selections, etc. that can be reserved and picked up at the Library
 - ii. Launched general “My Shelf Help” (for adults), “Kids,” and “Teens” sections on website
 - iii. Staff picks and reading resources link to “BookPage,” the Library’s catalog, and “Novelist/K-8” databases
 - c. **Newark Museum of Art Pass & Old Barracks**
 - i. Passes available for patrons
 - ii. With reservations, passes can be used for groups of four
 - iii. Elizabeth Yull suggested other museums and centers may participate, including those in Philadelphia
 - d. **Chosen Generations** preschoolers visiting the Library twice a week
 - i. Participate in storytime and other age-appropriate events
 - e. **Early Mercer Reads**
 - i. Staff provided readings available to Trenton preschools
 - ii. Replacing in-person event
 - f. **Eric Carle and Lois Ehlert “In Memoriam” Display**
 - i. Both passed away within days of each other
 - ii. Two iconic children’s authors’ work showcased in their honor
 - g. **Foundation Academy**
 - i. Partnering for an eight-week program for 10-12 young adult students
 - Includes STEM projects and book club
 - Visiting the library 1-2 times/week
- 10. **TRENTONIANA**
 - a. **Artworks**
 - i. Library Archivist met with current and previous executive directors of Artworks to discuss the initial organization and eventual transfer of their collections to Trentoniana
 - ii. Items and materials will be accessed for relevancy and appropriateness for the collection
 - iii. Archivist is working with Artworks to determine the appropriateness of these items
 - iv. Library will take possession of the selected items
 - b. **Ken Burns**
 - i. Mr. Burns’ production company contacted Trentoniana for information regarding an upcoming documentary series on the American Revolution

- ii. Archivist was able to aid the company
- iii. The Director provided information on Mr. Burns and his related work
- c. **Anniversaries**
 - i. Trentoniana's 115th Birthday was on the 7th
 - ii. The 121st anniversary of the incorporation of the Board of Trustees was on the 13th

VIII. Action Items

A. Bill List

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

IX. Old Business

A. BOT Elections

- 1. Board President: Elizabeth Yull
- 2. Treasurer: Crystal Smith
- 3. Secretary: Rick Kavin
- 4. Board President Deniece Johnson solicited additional nominations from the Board for each position, with none put forth
- 5. The nominations were voted upon as a slate with no objections
- 6. Effective July 1, 2021, Elizabeth Yull, Crystal Smith, and Rick Kavin will serve as Board President, Treasurer, and Secretary, respectively

B. Amended Budget

- 1. Positive balance of \$669 after adjustments
- 2. Supervising Librarian position will replace Outreach Librarian position
 - a. Requirements for the position include 3-5 years of supervisory experience
 - b. Technology background desired
- 3. Outreach Librarian's resignation led to savings in payroll and benefits
- 4. Open Page position not to be filled due to an additional ten Pages still serving
- 5. Elizabeth Yull made a motion to approve the FY2022 Scenario 1 budget as amended
 - a. Lavern Rice seconded the motion
 - b. **The motion passes 5-0**

C. HVAC Update

- 1. Walkthrough performed by company doing the HVAC work
- 2. Permits approved by Buildings Division, waiting on approval by Fire and Electric
- 3. Work cannot begin without permits
- 4. TFPL Supervisor is seeking permission to perform asbestos removal in advance of permits for other work
- 5. **Rick will once again reach out to the City's Department of Housing & Economic Development to encourage expedited review**
- 6. Preparing workspace by cleaning out items and unneeded storage in advance of the work

D. LCB Update

1. (see Director's Report for updates)

X. New Business

A. Smoking Policy

1. Archivist has reported cigarette smell, perhaps due to windows not properly closing
2. Library is a "smoke-free campus" – no smoking permitted anywhere on the grounds
3. Security will better monitor smoking around the Library grounds
4. Staff permitted to smoke in designated area away from patrons and building
5. The Director will revise the policy to reflect a designated permissible smoking area for both staff and patrons

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, July 8, 2021, beginning at 6:00 pm
- B. Elizabeth Yull presented Cybis porcelain items produced in Trenton (donated)
- C. Elizabeth also presented a book, *Daniel*, from the Union Library Company dated 1878 (from stacks)
- D. Finally, Elizabeth presented a handwritten poetry book by Trentonian Dewitt Clinton Richmond from Feb. 1851 (recently purchased)
- E. Crystal Smith noted that many attendees at the Library's Birthday event were not from the area immediately surrounding the Library
 1. Crystal also noted that there should be increased outreach to residents who may not see promotional ads in the newspaper, website, etc., perhaps with dedicated signage and "sidewalk engagement"
 2. Elizabeth suggested advertising through churches and other community organizations as well

XII. Executive Session (if required)

- A. (no Executive Session required)

XIII. Adjournment

- A. Elizabeth Yull makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:14 pm

Respectfully submitted,

Rick Kavlin
TFPL Board of Trustees Recording Secretary