



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
September 2, 2021 at 6:00pm**

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

B. Not Present: Rick Kavin and Patricia Smith

IV. Agenda Approval

A. Crystal Smith made the motion to approve the September 2021 agenda

B. Lavern Rice seconded the approval of the agenda

C. **Motion passes 4-0**

V. Approval of Minutes

A. Crystal Smith made the motion to approve the minutes from the August 2021 Board meeting

B. Lavern Rice seconded the motion

C. **Motion passes 4-0**

VI. Open Public Address

A. No members of the public present via Zoom

B. (*no public comment*)

VII. Presentations

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

1. (*see "August 2021 financial reports" from Ann C. Zawartkay, CPA, CGMA*)
2. \$1.6M in investment accounts
 - a. \$83k decrease due to operating activity

3. \$2.8M total fund balances
 4. \$368k various trust funds and trust fund income to be released
 5. E-rate reimbursement program is giving credit for internet service instead of cash payment. TFPL is only paying for internet service exceeding what the credit covers each month.
 6. Personnel expenses are over budget by approx. \$43k due to hazard pay for 2020 paid out in July.
 - a. Appropriation revenue is also increased for additional payroll – leaves no impact on net income for period.
 7. Health benefits, materials, programming, facilities, utilities, technology, security, room upgrades all under budget
 8. Planned expenditures from surplus for the reading room and tech upgrades are over budget by approx. \$20k, due to a delay in project timing – budgeted for the last fiscal year.
 9. Net income was a deficit of approx. \$116k
 - a. Budgeted surplus for period was \$36k
 - b. Negative variance of \$151k
 - c. August city appropriation of approx. \$200k has not been recorded
 - d. Invoices for additional expenses to post to August have not yet been received
- B. Personnel Report (*presented by Shanna Leggett*)
1. (*no personnel changes*)
- C. Friends of TFPL (*presented by Pat Tumulty*)
1. *Pat Tumulty gave details of FRIENDS outreach for the month of August.*
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
1. **COMMUNITY PARTNERS**
 - a. **TDA** painting the square at Warren Street
 - b. **Old Mill Hill Society** – Patriots Week: Community Conversation
 - c. **Girl Scout Troop 7285**
 - i. Silver Award Art Program
 - ii. Hosted five art workshops, including rock painting, clay modeling, poetry, and drawing
 - d. **RWJ Hope and Healing Program**
 2. **MARKETING**
 - a. Two meetings with **graphic designer/brand assistant**
 - i. Ensure the library represents itself a modern institution
 - ii. Must preserve and celebrate the history of Trenton as well
 - b. New design for the **Library newsletter** (*see copy in document packet*)
 3. **BUILDING & TECHNOLOGY**
 - a. **Meetings with IT**
 - i. Discussed the segregation of the network for increased security and reduced risk of a total network failure
 - ii. Best course moving forward for completion of network support equipment.
 4. **STAFF & VOLUNTEERS**
 - a. **Staff**
 - i. Staff meeting and one-on-one meetings
 - ii. Staff as a whole have been incredibly patient with and supportive of patrons

- Serving patrons as demand for library services increases
 - Increased number of requests for assistance with
 - Ensuring compliance with the mask policy to protect the health and safety of patrons and staff
- b. A part-time **Library Associate is needed for Trentoniana**
 - i. Working toward figuring this into the budget
5. **CONTINUING EDUCATION & MEETINGS**
- a. **Governor’s Briefing**
 - b. Provided **outreach materials** for the Friends to distribute
6. **COLLECTIONS & MATERIALS**
- a. **Circulation** of all materials combined has increased 30% since last month
 - i. DVDs increased 27%
 - ii. Urban fiction increased 93%
 - b. In August, 70 **Library card accounts** were created, representing an increase of 118% from last month
7. **FINANCES/FUNDING**
- a. TFPL was awarded the **grant for Pop-Up Libraries** in the amount of \$25,000
 - b. Phone Bills
 - i. Working with a partner at the City from IT to reduce our phone bills
 - ii. Will likely be a 60-70% reduction that will increase our available budget to be used for staffing
8. **LIBRARY SERVICES**
- a. **Outreach to Board of Education**
 - i. Back to School Extravaganza - 1200 attendees
 - ii. The Library was provided an award for participation
 - b. **Inter-Library Loan (ILL) System**
 - i. Not recognizing TFPL at the NJ State Library
 - ii. Working with IT to rectify the problem
 - c. **Summer Reading**
 - i. Program has ended
 - ii. Winners were announced for all departments, including staff
 - iii. 25 participants in the youth summer reading program this year
 - iv. The top readers from each group received a tablet as a prize
 - d. **Corin Garcia** (community partner)
 - i. Partnered with the library for a book club and weekly craft
 - ii. Participation was amazing
 - iii. Attended an award ceremony for the children and families at the Latino Merchant Association on Saturday, August 28th where the library was awarded a plaque for participation
 - e. **Other Programming**
 - i. 673 youth patrons participated in various programs throughout the month.
 - ii. 60 STEM kits and 180 YA books were provided to patrons.

9. **TRENTONIANA**

a. **Traffic**

- i. Open 17 days in August
- ii. 38 patrons visited
- iii. 16 additional inquiries via email, phone, and the online research form

b. **Accession #383** Frame-Up to Freedom: The Story of the Duck Island Murder

- i. Case author: Lee Josephson

c. **Zine Library**

- i. Will be displayed in the Poetry Café
- ii. Former librarian came up with the idea
- iii. A “zine” is a small-circulation, self-published work of original or appropriated texts and images, usually reproduced via a copy machine
 - Zines are the product of either a single person or of a very small group
 - They are popularly photocopied into physical prints for circulation
- iv. A Library Page is researching the whys and how’s and is making an inventory of the ones currently available for circulation

VIII. Action Items

A. Bill List

1. (*see “TFPL September 2021 Unpaid Bills”*)
2. Approval of Bill List
 - a. Lavern Rice made the motion to approve the September bill list
 - b. Deniece Johnson seconded the approval of the bill list
 - c. **Motion passes 4-0**

IX. Old Business

- A. Sexual Assault, Harassment, Prevention Policy- Tabled
- B. Masonry Restoration- Bid has gone out for masonry work.
- C. Hazard Pay Funds- Working with the city hazard pay funds came from the Libraries budget not the grant monies received by the city for hazard pay as per resolution
- D. Tuition Reimbursement- Discussion of reimbursement policy

X. New Business

- A. (*no new business*)

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, October 14, 2021, beginning at 6:00 pm

XII. Executive Session (*if required*)

XIII. Adjournment

- A. Deniece Johnson makes a motion to adjourn

- B. **There were no objections**
- C. Meeting adjourned at 7:28 pm

Respectfully submitted,

Shanna Leggett
TFPL Administrative Assistant