



**8The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
October 14, 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 6:03 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: Elizabeth Yull, Crystal Smith, Deniece Johnson, Patricia Smith, and Lavern Rice

B. Not Present: Rick Kavin

IV. Agenda Approval

A. Deniece Johnson made the motion to approve the October 2021 agenda as amended.

B. Lavern Rice seconded the approval of the agenda

C. **Motion passes 5-0**

V. Approval of Minutes

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

B. Lavern Rice seconded the motion

C. **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. Zawartkay, CPA, CGMA*)

1. (*see "September 2021 financial reports" from Ann C. Zawartkay, CPA, CGMA*)

- B. Personnel Report (*presented by Shanna Leggett*)
 - 1. Shanshan Ming has been hired as a Librarian 4
- C. Friends of TFPL (*presented by Pat Tumulty*)
 - 1. No FRIENDS Report
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
 - 1. **COMMUNITY PARTNERS**
 - a. **Trenton Health Team**
 - i. 3-week nurse check-up visit
 - ii. October event with Henry J. Austin vaccine unit until October 30th @ 1pm
 - b. **Dawn of Hope**
 - i. Partnership to provide hybrid format of programming for youth
 - ii. First session proposed is "Technology & Coding"
 - c. **Book Donation**
 - i. Friday, Sept. 17th at the Lipiniski Center
 - ii. 10,000 books donated for the Library to distribute to the community
 - iii. Donation facilitated by Trenton resident Austin Edwards, who procured them from Newark Rotary Club member Edward Mueller
 - d. **Latino Merchant Association**
 - i. Discussed participation in upcoming Trenton Pink event on Oct. 16th
 - e. **Old Mill Hill Society**
 - i. Formalizing plans for December 27th Patriots Week event
 - ii. Continued communication via email
 - 2. **MARKETING**
 - a. **Logo** design ongoing
 - b. **Sharing events** with additional organizations
 - 3. **BUILDING & TECHNOLOGY**
 - a. **IT tech** assigned for one month to complete the upgrade
 - b. **Phone bill** decrease of \$2600 per month
 - 4. **STAFF & VOLUNTEERS**
 - a. **Princeton Public**
 - i. Friend of the Library discussion on partnership to boost programming
 - ii. Plan to honor all Friends during November's celebration of National Friends of Libraries Week
 - b. **Staff Work-from-Home Days**
 - i. Staff worked from home during shortened Library closure from Oct. 4-6
 - ii. Staff took several remote training sessions related to de-escalation and homelessness
 - iii. Staff continued to serve public through PureChat service on the website, responding to email inquiries, and marketing digital services as well as completing assigned projects
 - 5. **CONTINUING EDUCATION & MEETINGS**
 - a. **Palace Project**

- i. Supervising Librarian attended virtual meeting with the Director about the Palace Project
 - ii. Visit www.thepalaceproject.org for more information
 - b. **Governor’s Office**
 - i. Public Library Directors meeting with Deborah Cornavaca, Deputy Chief of Staff of Outreach for Governor Murphy
 - ii. Updates provided regarding resources available from the State for housing assistance and the upcoming November election
- 6. **COLLECTIONS & MATERIALS**
 - a. **PopUp Libraries**
 - i. Procurement process for devices and digital materials has begun
 - ii. Carts have been created to order the materials necessary to provide patrons with a diverse collection of eBooks to download
 - iii. Locations have been established and visits to facilities have begun in order to choose an optimal location for devices that will allow access to the community
 - iv. Tentative kickoff date is November 1st
 - v. Press release will go out and advertising materials will be posted physically and via social media
 - b. The top adult non-fiction title for this month was *The Warmth of Other Suns* by Isabel Wilkerson
- 7. **FINANCES/FUNDING**
 - a. American Rescue Plan update
 - i. Mayor’s updated plan presented on 10/4
 - ii. \$4 million proposed for capital improvement projects at the main branch of the Library
 - i. This is increased from the originally allocated \$500,000 based on the need for major repairs and upgrades to the interior and exterior of the building
 - iii. Also listed is \$200,000 for repairs to the Briggs Branch Library
 - iv. \$350,000 for a mobile library still listed and likely to appear as a Year 2 item
 - v. All proposals must be approved by City Council
 - vi. Residents can offer feedback at www.TalkTrenton.org
 - b. NJSL Grant & Literacy Partners Grant awarded to the Library
- 8. **LIBRARY SERVICES**
 - a. Hispanic Heritage Month
 - i. Displays and programming at the Library
 - ii. 25 adult art kits for recipe box
 - b. Adult Computer Classes
 - i. “Open Lab” with one attendee per class being revised to a structured class to encourage greater participation
 - c. Student Programming
 - i. After-school programs and class visits have resumed in-person at the Library and for outreach

- ii. Six combined visits in the Library, and one outreach activity per week
 - d. Bilingual Storytime
 - i. Hosted twice in September
 - ii. Two families attended each of the two events
 - e. Teen Action Group (TAG)
 - i. Enrollment increased
 - ii. Discussed volunteer opportunities for Halloween preparations at the Library
 - f. Young Adults
 - i. In-person programming has resumed
 - g. Interlibrary Loan Service
 - i. The ILL Service is back up and running
 - ii. Three requests submitted and filled so far
- 9. **TRENTONIANA**
 - a. The College of New Jersey (TCNJ)
 - i. Two interactive multimedia classes made four in-person visits to the Library
 - ii. Classes will work with the Trentoniana collection throughout the semester
 - b. Zine Library
 - i. Web page, email address, and Instagram account created
 - ii. Instagram account currently has 102 followers and counting
 - iii. Two “Zinesters” expressed interest in presenting a workshop in the spring

VIII. Action Items

A. Bill List

1. *(see “TFPL October 2021 Unpaid Bills”)*
2. Approval of Bill List
 - a. Patricia Smith made the motion to approve the October bill list with two additions. (Butch Welding and Petty Cash)
 - b. Lavern Rice seconded the approval of the bill list
 - c. **Motion passes 5-0**

IX. Old Business

- A. HVAC Update- The Library closed for 3 days (Monday, Oct. 4-6) for asbestos removal. Work is under way estimated completion Feb. 2022
- B. Masonry Restoration Bid Withdrawal- Masonry Bid has been withdrawn due to the possibility of alternate fund from the ARPA to complete project.

X. New Business

- A. November BOT Meeting- Will be Nov. 18, 2021, due to the Veteran Holiday Nov.11, 2021. Patricia Smith moved, and Lavern Rice seconded the approval to move meeting.
- B. Selective Insurance Co. Recommendations & Discussion of Implications (Discussion will ensue at next BOT meeting)
- C. Staff Day- January 21, 2022, will be the next All Staff Day (The Library will be Closed)

- D. Budget Approval as Amended- Patricia Smith moved and Deniece Johnson seconded the approval of the budget as amended
- E. Trentontiana – Petty Cash- Patricia Smith moved and Lavern Rice seconded the approval to allow Trentontiana to have \$250.00 petty cash on hand to purchase items related to Trenton.

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, November 18, 2021, beginning at 6:00 pm (*note that this was changed via Board motion due to the Veterans Day holiday on Thursday, Nov. 11th*)
- B. Academy Street closure Oct.18-23 due to road construction.
- C. The Lipiniski Center Nov. 6, 2021, from 10 am- 2 pm. (Book sorting)

XII. Executive Session (*if required*)

XIII. Adjournment

- A. Crystal Smith makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:06 pm

Respectfully submitted,

Shanna Leggett
TFPL Administrative Assistant