



The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
November 18, 2021 at 6:00pm (moved from Nov. 11 due to Veterans Day)

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 Rick Kavin

B. Not Present: Lavern Rice

IV. Agenda Approval

A. Pat Smith made the motion to approve the November 2021 agenda

B. Deniece Johnson seconded the approval of the agenda

C. **Motion passes 5-0**

V. Approval of Minutes

A. Deniece Johnson made the motion to approve the minutes from the October 2021 Board meeting

B. Patricia Smith 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. Financials (*presented by Ann C. Zawartkay, CPA, CGMA*)

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

2. Personnel over budget due to Hazard Pay, but appropriation from City will cover offset by appropriation from City
 3. Grant income over budget (\$35,000) since we do not budget for grants
 4. NJ State Aid is under budget by \$64,000 due to timing of the receipt of the funds compared to prior year. A check for \$77,000 state aid was received in November and will be reflected on next month's report.
 5. Materials, programming, insurance, facilities, utilities, technology, and security under budget
 6. Planned expenditures for Reading Room/Tech over budget (from surplus) by ~\$20,000 due to delay in timing of project, which was budgeted for last fiscal year
 7. Without Reading Room/Tech expenditures, positive variance of \$3,000 against operating budget
- B. Personnel Report (*presented by Shanna Leggett*)
1. (*no personnel changes*)
- C. Friends of TFPL (*presented by Pat Tumulty*)
1. Friends participated in Halloween event
 2. Also participated in book sorting and giveaway
 3. Friends willing and able to help with any projects, publicity, etc.
 4. Will also help promote Patriots Week event
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
1. **COMMUNITY PARTNERS**
 - a. **Passage Theatre**
 - i. Met with Passage to discuss hosting Community Conversations at the Library related to upcoming plays at the Theatre, such as *The OK Trenton Project*
 - ii. Conversation will take place in January, show will premier in February
 - b. **City of Trenton Municipal Courts**
 - i. Director Tonya Stewart visited the Library to discuss a partnership
 - ii. Judge McKithen
 - iii. TFPL to host remote court sessions
 - Court Liaison will supervise, provide equipment, etc.
 - Will enable individuals with remote court dates to participate even if they don't have equipment at home
 - iv. Will use study rooms as necessary
 - c. **Trenton Police Department**
 - i. Director Steve Wilson interested in partnering with the Library for the "Explorers" program
 - ii. Detective Tamika Veal from the Community Affairs division working with Young Adult Library Associate to bring Explorers to the Library periodically
 - iii. Will partner with Library for constructive programming in a safe environment
 - d. **Trenton Board of Education**
 - i. Spoke with Assistant Superintendent Dr. Channing Conway to discuss partnership with TPS

- ii. Dr. Conway also assisted with the book sorting/giveaway event
- 2. **MARKETING**
 - a. Work on **logo and marketing** is ongoing
 - b. **Press Releases**
 - i. NJSL + Literacy Partners grant
 - ii. Patriots Week event
- 3. **BUILDING & TECHNOLOGY**
 - a. **Water Line Replacement**
 - i. Replacement is complete
 - ii. New shutoff valve and faucet for utility sink in the shop have been installed
 - iii. Work took an extra half-day due to unforeseen circumstances, but Library was able to open on the second day with a short delay
 - b. **IT Work**
 - i. Large amount of work completed over past several weeks
 - ii. Enzo Labruzzo assigned to work at Library on a regular basis
 - iii. Remaining work includes just three items
 - All public issues have been resolved
 - Remaining work involves staff/back end issues
 - c. **Benchmark: Library Metrics and Trends**
 - i. Attended a webinar and now have access to [Benchmark: Library Metrics and Trends](#)
 - ii. Benchmark is the newest tool for data-driven planning and advocacy in public libraries
 - iii. Launched in October 2021, Benchmark provides libraries with data visualizations that allow them to compare their inputs and outputs to peer and nationwide data
 - d. **WiFi**
 - i. Access points adjusted to increase WiFi signal throughout the building
 - ii. Additional access points need to be ordered
 - iii. TFPL working with NJSL to ensure proper placement for optimum wireless access
 - e. **Gmail**
 - i. Gmail migration is complete and will allow for more efficient communication
- 4. **STAFF & VOLUNTEERS**
 - a. Book Donation
 - i. Thanks to support from staff and volunteers, TFPL was able to sort through a large portion of the generous book donation received
 - ii. Also help set up and execute the Book Giveaway itself at the Library, which was a success
- 5. **CONTINUING EDUCATION & MEETINGS**
 - a. **Princeton Public Library**
 - i. Meeting with Princeton Public Library Director along with Pat Tumulty to discuss potential partnership opportunities

- b. **ESSER Grant**
 - i. Meeting at the BOE
 - ii. Opportunity for partnership and funding for the Library
 - iii. Grant geared toward low-income, student/youth needs, etc.
 - iv. TFPL will apply for three grants in partnership with TPS
 - c. **COVID Vaccine Information Session**
 - i. Attended info session with Governor's Office via Zoom
6. **COLLECTIONS & MATERIALS**
- a. **Baker & Taylor**
 - i. **Adult Non-Fiction Collection**
 - 74% of items more than ten years old – for technology, social sciences, etc., this means they are out of date
 - Held a collection development meeting to revitalize adult non-fiction collection
 - Supervising Librarian is assisting with this project
 - Will spend \$35,000 on an update
 - Books will be “weeded” if out of date – books given to Baker & Taylor for credit via “Sustainable Shelves” program
 - Second call will focus on AV Account to order DVDs and CDs, as the expense with Midwest Tape is high
 - ii. **Pop-Up Libraries**
 - NJ Transit has approved the installation of a Pop-Up Library at the Transit Center
 - Carts created with B&T with eBook content added
 - Staffing changes at B&T slowed down the process, so launch date still TBA
 - b. **Circulation**
 - i. Remaining steady
 - ii. More than 2500 physical materials circulated this month
7. **FINANCES/FUNDING**
- a. **Community Conversation – American Rescue Plan**
 - i. Was scheduled for Tuesday, Nov. 16 with Jim Beach, Rick Kavin, and Telly Brown
 - ii. Goal was to engage the community and garner support for using ARP dollars to fund capital improvements at the Library
 - iii. \$4 million proposed, though expense of Radio Room upgrades may delay those plans
 - iv. Rick will work with Administration officials to devise a path forward for essential Library repairs and improvements
 - b. **State Aid Award**
 - i. TFPL received \$77,918
 - ii. Of this, \$22,000 is the amount owed from the FY19 submission

- iii. This amounts to an increase of approximately \$11,000 from the previous round
8. **LIBRARY SERVICES**
- a. **Newsbank/Trentonian**
 - i. Newsbank now provides access to the *Trentonian* in a full-color, searchable PDF format
 - ii. TFPL has subscribed
 - b. **Trenton After School Program and Young Scholars Institute Daycare** now visiting the Library in groups
 - c. **Storytimes** for children will now be recorded and shared on social media
 - d. **Trick or Treating**
 - i. Took place at the Library with 400+ participants visiting stations throughout the building
 - ii. Event was a success thanks to monetary or candy donations from staff, Board members, Friends, and the PBA
 - e. **Children's** had more than 700 in-person visits this month
 - f. **Xinos and Kudos** meeting held by Ivey Avery in the Young Adult Lounge this month
 - g. **National Novel Writing Month**
 - i. Recognized in November
 - ii. Program scheduled and designed to guide teens in writing a complete story from beginning to end (even if it is not a full "novel")
 - h. **Emergency Broadband Benefit**
 - i. Building Better Communities and Elements of the Community are providing the community with access to the Emergency Broadband Benefit with free tablets
 - ii. WiFi connection comes at a small one-time fee of \$20
 - iii. Friends of the Library sponsoring the initiative to manage the fee
 - iv. Today (11/18), fourteen tablets were distributed
 - v. Unlimited number of tablets available
 - vi. Patrons can obtain a tablet with certain documents (SNAP, free lunch program, etc.)
 - i. **Book Talk – Lauren B. Davis**
 - i. To be held Monday, January 24th at 6:30pm
 - ii. *New York Times* best-selling author Lauren B. Davis will present her new novel *Even So*
 - iii. The novel is set in Trenton and Princeton and "explores the challenge and necessity of loving difficult people"
 - iv. Pat Smith will moderate
9. **OUTREACH**
- a. **Trunk or Treat**
 - i. Staff and Friends of the Library attended Trunk or Treat at TPD
 - ii. More than 300 flyers distributed
 - iii. Candy given to more than 1500 youth

VIII. Action Items

A. Bill List

1. (see “TFPL November 2021 Unpaid Bills”)
2. Approval of Bill List
 - a. Patricia Smith made the motion to approve the November bill list
 - b. Deniece Johnson seconded the approval of the bill list
 - c. **Motion passes 5-0**

IX. Old Business

A. HVAC Update

1. Project ongoing
2. Air handler has been removed – new concrete floor to replace old wooden slats
3. Trace amounts of asbestos found and will be mitigated for a slight additional expense
4. Pipes and duct work removed
5. Concrete laid for new boiler
6. New roof unit delivered – must be disassembled and reassembled on roof due to size (to be done by company, not the Library)
7. Community Room B will hold control boxes
8. End date scheduled for February 25th

B. Selective Insurance Recommendation

1. Electrical Infrared Testing – boxes have been replaced and repaired
2. Abuse or Molestation – national criminal background checks recommended for potential new staff (and possibly current staff, depending on legal opinion)
 - a. Rick will provide COT Personnel policies regarding background checks and previous experience w/ the criminal justice system
3. Abuse or Molestation – formal training program for staff, especially with regard to reporting requirements
4. Director will meet with HHS Director Adela Lopez to discuss various possibilities

X. New Business

A. Resolution to award bid for audit services

1. For year ending June 30, 2021 (FY21) - \$18,000
2. For July 1, 2021 – Dec. 31, 2021 (TY21) - \$12,060
3. Mercadien was the only respondent
4. Motion to approve Mercadien as auditor for FY21 and TY21
 - a. Deniece Johnson made the motion
 - b. Patricia Smith seconded the motion
 - c. **Motion passes 5-0**

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, December 9, 2021, beginning at 6:00 pm
- B. Ned from Trentoniana has been creating Zines, and Liz has provided samples to the Board

XII. Executive Session (*if required*)

- A. Executive Session entered at 6:56
- B. Executive Session ended at 7:16

XIII. Adjournment

- A. Deniece Johnson makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:16pm

Respectfully submitted,

Rick Kavin
TFPL Board of Trustees Recording Secretary