



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
December 9, 2021 at 6:00pm**

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

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

Staff: Rebecca FrancoMartin (Director) and Shanna Leggett (Administrative Assistant, Absent)

I. Call to Order

A. Elizabeth Yull, Board President, called the meeting to order at 6:01 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 Patricia Smith

B. Not Present: Lavern Rice and Rick Kavin

IV. Agenda Approval

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

B. Patricia Smith seconded the approval of the agenda

C. **Motion passes 4-0**

V. Approval of Minutes

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

B. Patricia Smith 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 "November 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 over budget by \$14,000 because our base appropriation increased over prior years' average payments.
 5. Materials and programming are over budget by approximately \$39,000 due to the purchase of a new book collection for adults.
 6. Insurance, facilities, utilities, technology, and security under budget
 7. Planned expenditures for Reading Room/Tech over budget (from surplus) by ~\$167,000 due to delay in timing of project, which was budgeted for last fiscal year
 8. Net income was a deficit of ~\$41,000 with a budgeted surplus of \$101,000 for a negative variance of \$143,000.
 9. Without Reading Room/Tech expenditures, negative variance of \$17,000 against operating budget
- B. Personnel Report (*presented by Rebecca FrancoMartin*)
1. (*no personnel changes*)
- C. Friends of TFPL (*presented by Pat Tumulty*)
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
1. **COMMUNITY PARTNERS**
 - a. **Wanda Stansbury** partnership to distribute books from the donation.
 - b. **East Brunswick Library**
 - i. Coordinating health services information initiative in partnership with State Library
 - ii. We will also be providing additional services to our patrons
 2. **MARKETING**
 - a. **Giving Tuesday** highly promoted, limited success
 - b. **Community Partners** acknowledged via social media throughout the month
 - c. **Holiday Recipe Exchange** is taking place
 3. **BUILDING & TECHNOLOGY**
 - a. **New door counter**
 - i. Fully installed and provides accurate info.
 - ii. December will be the first full month for new statistics
 4. **STAFF & VOLUNTEERS**
 - a. **NJLA Conference**
 - i. The Archivist was asked to participate
 - ii. Will be taking place in June
 - iii. Topic: Zines
 - b. Currently there are **3 volunteers** – two dedicated to Trentoniana and one to the library in general
 5. **CONTINUING EDUCATION & MEETINGS**
 - a. Meeting with **Jersey Connect** representative to discuss technology related upgrades
 - b. **South Brunswick Library**
 - i. Visit to learn about **TBS pay stations and PC reservation system** and to see how these work with wireless printing.
 6. **COLLECTIONS & MATERIALS**
 - a. **Baker & Taylor**

- i. **36 boxes** of books were sent to Sustainable Shelves as part of the adult non-fiction weeding project
- 7. **FINANCES/FUNDING**
 - a. **Library Construction Bond**
 - i. Spoke with a State Library representative
 - ii. We are a candidate on the bill send to legislature for approval
 - iii. Spoke with City representative to prepare a press release upon approval
 - b. Discussion with City stakeholders for an update on **CDBG funds for the front entrance.**
- 8. **LIBRARY SERVICES**
 - a. **Adult patronage**
 - i. **20 new library cards** were issued and **217 cards were updated** in November
 - ii. Great progress – youth library cards are usually greater in number
 - b. **Bilingual Storytimes** will continue in person and being recorded
 - c. **Youth Services Team** is working towards increasing in person teen patronage. Currently teens are participating virtually and seem to be more comfortable doing so.
 - d. **NJSL+Literacy Partners grant program** has begun with our new Labor & Literacy Coordinator
 - i. Visit the lab to see the changes thanks to the award of a generous grant from the State Library.
- 9. **OUTREACH**
 - a. **The Archivist** gave a talk at The Symposium in Ewing on November 22nd.
 - b. **Pop-Up Library**
 - i. First was installed at TASK
 - ii. Install dates for the remaining locations are being set
 - iii. Press release will follow once all units have been installed.

VIII. Action Items

A. Bill List

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

IX. Old Business

A. HVAC Update (following from November 2021 minutes)

- 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. HVAC Update

C. Library Construction Bond

X. New Business

A. Date change for May 2022 Board of Trustees Meeting

1. Motion made by Crystal Smith
2. Motion seconded by Deniece Johnson
3. **Motion passes 4-0**
4. The May 2022 meeting will be held on **May 5, 2022**

XI. Announcements

A. The next regularly scheduled Board of Trustees meeting is Thursday, January 13, 2021, beginning at 6:00 pm

XII. Executive Session (*no executive session*)

XIII. Adjournment

- A. Crystal Smith made a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 6:46 pm

Respectfully submitted,

Rebecca FrancoMartin
Director, Trenton Free Public Library