



**The Trenton Public Library
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
February 10, 2022 at 6:00pm**

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

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

Staff: Rebecca FrancoMartin (Director)

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, Rick Kavin, and James Earle
- B. Not Present: Patricia Smith and Lavern Rice
- C. Superintendent Earle introduced himself
 - 1. Former principal of TCHS (2006-2009), and returning back to TCHS to serve as Superintendent
 - 2. Lots of experience in other districts in NJ

IV. Agenda Approval

- A. Crystal Smith made the motion to approve the February 2022 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 January 2022 Board meeting
- B. Crystal Smith seconded the motion
- C. **Motion passes 5-0**

VI. Open Public Address

*Trenton Free Public Library Board of Trustees Regular Meeting [In-Person with Zoom Option]
February 10, 2022*

- A. No members of the public present via Zoom
- B. *(no public comment)*

VII. Presentations

- A. Financials *(presented by Ann C. Zawarkay, CPA, CGMA)*
 - 1. *(see “January 2021 financial reports” from Ann C. Zawarkay, CPA, CGMA)*
 - 2. Total fund balance (as of 01/31/22) was **\$2.7M**
 - a. \$1.6M in cash/investments, of which \$357,000 is in TFPL’s operating checking account
 - b. This is a \$65,000 increase from previous month due to operating activity
 - c. Received check for \$150,000 from City for prior year receivables owed
 - d. Roughly \$368,000 of various trust funds and trust fund income
 - 3. Insurance expenses and planned expenditures from surplus for the Reading Room/tech upgrades are over budget
 - 4. Personnel expenses, Library materials, programming expenses, facilities and utilities expenses, facilities and utilities expenses, and security expenses were all under budget
 - 5. E-rate reimbursement program is giving a credit for internet service instead of cash payment. TFPL is only paying for internet service above and beyond what the credits cover each month.
 - 6. Personnel expenses under budget by \$7,000 due to vaccines in some budgeted positions
 - 7. Library materials and programming expenses are under budget by \$7,000 since our purchases for all new adult collection were paid for on the prior period budget
 - 8. Insurance expenses are over budget \$3,000 due to timing of receipt of the invoices for premiums compared to budget
 - 9. Facilities and utilities expenses are under budget by \$3,000 – will turn around due to bills for HVAC (covered by insurance)
 - 10. Security is under budget by \$8,000 due to timing of submission of the December and January invoices in Feb.
 - 11. Planned expenditures from surplus for the reading room and tech upgrades are over budget by \$1,000 due to a delay in the timing of the project which was budgeted for in a prior fiscal period
 - 12. Net income (as of January 31, 2022) was a deficit of approximately \$51,000. This compares to a budgeted deficit of \$70,000 for the period, which is a positive variance of \$18,000. Excluding the Reading Room and technology upgrades, there is a positive variance against the operating budget of \$19,000.
- B. Personnel Report *(presented by Director Rebecca FrancoMartin)*
 - 1. One Page resigned as a Page due to moving out of state
 - 2. Another Page resigned to take a position elsewhere
 - 3. No new Pages hired yet, but other Library staff helping in the interim
- C. Friends of TFPL *(presented by Board President Elizabeth Yull, who met with the Friends)*
 - 1. *(no Friends present)*

2. Will be meeting next Thursday (2/17) at 6pm
3. Director will attend the meeting
4. Friends have committed to raising \$50,000 for Bookmobile
5. Board members have asked for regular updates regarding the make-up of the Friends leadership team along with meeting activities
6. Interested community members for revitalizing the Friends, including representatives from Trenton Health Team, TFPL, etc.
7. Crystal suggested an orientation/training for all Friends, especially new members

D. Director's Report (*presented by Director Rebecca FrancoMartin*)

1. **COMMUNITY PARTNERS**

a. **Passage Theatre**

- i. TFPL logo has been added to their site since we have partnered on information sharing
- ii. They will be creating a tackboard in their lobby for the opening of *The OK Trenton Project* this weekend.

b. **Artworks**

- i. Director met with Executive Director of Artworks twice over the last month and again this week
 - ED visited Library to discuss the partnership
 - Director visited Artworks this week
- ii. See attached TFPL and ArtWorks Air Program document
- iii. Will also feature TFPL logo as a partner organization

c. **Old Mill Hill Society**

- i. New dates were chosen for the previously postponed Patriots Week Community Conversation
- ii. Were considering February for Black History Month, but will likely be postponed until March due to the facilitator becoming ill

2. **MARKETING**

a. **Logo**

- i. Meeting held with graphic designer following TFPL Board approval of new logo
- ii. Designer finalizing marketing packet (mock-ups for new Library cards, business cards, and marketing materials)

b. **Fresh Start Update from NJLA**

- i. NJLA State Librarian Jen Nelson updated partner libraries on scheduling of social workers, marketing materials for the program, new and existing partnerships, and the availability of funds to provide support services to the program (such as transportation vouchers)
- ii. Program manager/social worker Jondhi Harrell back in TFPL – he is here Mondays and Wednesdays
- iii. Jondhi has been providing food for the food pantry here, which has seen a high level of use

3. **BUILDING & TECHNOLOGY**

a. **Tech Upgrades**

- i. Work is ongoing

- ii. Some updates taking place on Sundays to avoid interrupting patron services
 - iii. New power issues with overloaded outlets
 - Company coming out to provide cost estimates for separate receptacles that will power IT equipment exclusively
 - Director will update next month
- b. YA Lounge Mural**
- i. Will be completed by end of Feb. (~Feb. 24th)
 - ii. Will be in Library starting 2/17 after hours (8pm) and then on 2/21 and two additional dates to complete the work
 - iii. Crystal suggested using TPS personal development days to introduce Library resources, trainings, etc. (either by bringing TPS staff to the Library or vice versa)
- c. New Supplies**
- i. Printer for Reference Department and copier for Administration were leased to reduce costs and improve efficiency
- 4. STAFF & VOLUNTEERS**
- a. Staff Day**
- i. Overall a big success!
 - ii. Last minute speaker from Child Protection and Permanency Area Offices arranged by HHS Director Dr. Adela Ames-Lopez to educate our staff as recommended by our insurance carrier and mandated reporters
- b. Cody Foundation Scholars Program**
- i. Community partnership proposed by high school student Mitalee Paschina
 - ii. Will make a food donation box that will allow people to give one/take one of the non-perishable food items
 - iii. Box will hold non-perishable items and be hosted outside of the Library (like a give-one-take-one “Little Library”)
- c. Ingram Training**
- i. Training for book service provider Ingram completed by the Director, Supervising Librarian, and Collection Development Librarian
 - ii. Remaining staff will be trained once all accounts are created and carts are set up
- d. Cities and Counties for Fine and Fee Justice Bootcamp**
- i. March 3rd and 4th in Phoenix, Arizona
 - ii. Director and Rick invited to participate and will arrive March 2nd and return March 5th
 - iii. The organization is a “national leadership network of localities committed to meaningful fine and fee reform that works better for people and for the government”
 - iv. Goal: apply for a \$50,000 grant that would offset the elimination of library fines and fees
 - v. Currently brainstorming ideas on how to use those funds
- 5. CONTINUING EDUCATION & MEETINGS**

a. Baker and Taylor

- i. Director and Supervising Library Assistant for Youth Services met with rep from B&T Children's and Teen Services
- ii. Discussed discounted services, Summer Reading, and services B&T offers or will offer in the future that may benefit the Library

b. Trenton Public Schools

- i. Mayor's Delegate and Director met with TPS Superintendent James Earle to discuss current and potential points of partnership for TPS and TFPL
- ii. A press release will go out for the library card programs already in place
- iii. Next will be a collaborative Summer Reading program.
- iv. Working toward furthering the use of the Library by TPS students, and Library staff visiting the schools for programming and or events to share information
- v. Productive meeting – these initiatives will greatly benefit the youth in our community
- vi. Superintendent is an eager partner and is seeking to transform the school system
- vii. Crystal suggested that the school's Culinary Program open a mini coffee shop here at the Library – this would be a practical application of their learning

6. LIBRARY SERVICES

a. Pop-Up Libraries

- i. Finally being set up
- ii. Six locations throughout the City
- iii. Will provide digital books and other resources to anyone

b. Black History Month

- i. Trenton Literacy Movement
- ii. Masterclass Series offering movies for free
- iii. Weekly movie night and crafts

c. Summer Reading

- i. Currently developing the program
- ii. Will have both adult and children summer readings
- iii. Lottery system – tickets based on number of books read, then drawn for prizes

d. Circulation and Reference

- i. Reference Department computer usage remains high – more than 1100 users in Jan. and about 200 were guests
- ii. Staff is working to encourage patrons to obtain a library card if they do not currently have on and are eligible

e. Author Talk – *Even So* by Lauren B. Davis

- i. More than 20 participants who asked roughly a dozen questions
- ii. Lasted longer than an hour
- iii. Patricia Smith moderated

f. Math Homework Help

- i. Saturdays in the Children’s Room grades K-8
 - g. Bilingual Storytime**
 - i. Hosted twice in Jan. – both recorded for virtual viewing
 - ii. Videos received 87 views in total
 - h. Python Programming Class for Young Adults**
 - i. Begins March 5th
 - ii. Will meet weekly
 - iii. Flyer shared with local high schools
 - i. Labor & Literacy Lab (funded via NJLA grant)**
 - i. Former Page, who has moved to the civil service title Labor and Literacy Guide – Library Assistant in a temporary capacity
 - ii. Provides digital education to patrons
 - iii. Operating about 20 hours per week
 - iv. Total of 10 one-on-one appointments in Jan.
 - v. TFPL is currently ahead of schedule and the only Lab to begin with a soft launch
 - Our Labor & Literacy Guide was asked to present at the monthly meeting to share some pointers with their colleagues
 - vi. Funded with ARP funds (\$25,000)
 - j. Tablet Giveaway**
 - i. The Tablet with Free Wifi program attendance has decreased in participation so is now being hosted once per month (rather than once a week)
 - ii. Funded through ‘Emergency Broadband’ grant
 - iii. Always a Spanish-speaking staff member present, since a large proportion of the interested patrons speak Spanish
- 7. COLLECTIONS & MATERIALS**
- a. Adult Non-Fiction Books**
 - i. Weeding continued in preparation for the delivery of two pallets of new adult non-fiction books
 - ii. 134 boxes were sent to B&T and a credit has been added to our account
 - b. CD Collection**
 - i. Being renewed and replenished by staff
 - ii. CD popularity waning due to shift to digital music
 - c. New Titles**
 - i. 4,144 titles added to Library collections, with majority being Adult Non-Fiction
- 8. FINANCES/FUNDING**
- a. Dollar General Grant**
 - i. Applying for additional funding from Dollar General summer reading (\$3,000) and ESL (\$10,000)
 - ii. There have been many requests for additional ESL programming
 - iii. Programming led by Mormon missionary volunteers
 - iv. Class has consistently *doubled* each week

- v. Millennium Strategies (city's grant writers) are completing the application

b. Private Funding

- i. \$75,000 donation (up from \$50,000) from private individual
- ii. Dedicated to Trentoniana for digitizing historical materials, photographs, etc.
- iii. More than 250,000 physical photos to be digitized, archived, and made searchable

c. Robert Wood Johnson Foundation

- i. Catherine Hatton Book Donation Fund
- ii. RWJ will contribute a 5x match any funds raised
- iii. Meant for children's materials
- iv. So far \$2,925 – RWJ will provide a 5x match!
- v. Will all be hosted online and accessible remotely

VIII. Action Items

A. Bill List

- 1. (see "TFPL February 2022 Unpaid Bills")
- 2. Approval of Bill List
 - a. Deniece Johnson made the motion to approve the February bill list
 - b. Rick Kavin seconded the approval of the bill list
 - c. **Motion passes 5-0**

IX. Old Business

A. HVAC update (April 2)

- 1. Process is moving along
- 2. Vendor was informed that if they do not complete work in allotted 180 days, they will be charged \$500 per day – they are now quite motivated

B. Appoint Lawyer

- 1. Resolution prepared to appoint Vicky Flynn
- 2. Crystal Smith made the motion
- 3. Deniece Johnson seconded the motion
- 4. **Motion passes 5-0**

C. Resolution – Investors Bank

- 1. Tabled until March meeting to gather necessary documents from Investors Bank

D. LCB – 2nd Floor Renovation

- 1. Grant awarded and received
- 2. Renovation likely to begin late Spring/early Summer
- 3. Will go out to bid
- 4. Clark Caton Hintz aiding in any necessary adjustments to plans
- 5. All plans will be reshared with Board for approval

X. New Business

A. Board Terms

- 1. Appointed members are meant to be staggered – one new appointee every year for each of five years

2. Two members are in the same appointment year, so we will have to “re-stagger” – this likely occurred several administrations ago
 3. One of either Crystal or Deniece will shift from the 2020-2025 cycle to 2021-2026, either by Board vote or via Mayoral letter
- B. Appoint Architect of Record
1. Resolution drafted to appoint Clark Caton Hintz as such
 2. No change of rates, but appointment necessary to retain
 3. CCH is very familiar with the Library and its historical needs
 4. Crystal Smith made the motion to approve Clark Caton Hintz as the Architect of Record
 5. Deniece Johnson seconded the motion
 6. **Motion passes 4-0-1 with Elizabeth Yull abstaining**

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, March 10, 2022, beginning at 6:00 pm
- B. Liz Yull shared a book of report cards from the Lincoln School from 1928, 1929, and parts of 1924
 1. Includes names of students, parents, their birthplaces, parental occupations, and their schools with principals
 2. Some places of birth include cities and states
 3. This was an all-Black school, and the book speaks to the history of Trenton, especially for Black History Month

XII. Executive Session (*if required*)

- A. (*none required*)

XIII. Adjournment

- A. Deniece makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:10 pm

Respectfully submitted,

Rick Kavin
TFPL Board of Trustees Recording Secretary