



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
April 14, 2022 at 6:00pm**

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

(**italics* indicate that the trustee was not present at this meeting)

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 6:00 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, Patricia Smith, Lavern Rice, and Rick Kavin

B. Not Present: Deniece Johnson and James Earle

IV. Agenda Approval

A. Crystal Smith made the motion to approve the April 2022 agenda

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 March 2022 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 “March 2022 financial reports” from Ann C. Zawartkay, CPA, CGMA*)
 2. **Total fund balance** (as of 03/31/22) was **\$2.5M**
 - a. \$1.6M in cash/investments, of which \$396,000 is in TFPL’s operating checking account
 - b. This is a \$99,000 increase from previous month due to operating activity
 - c. 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, Library materials and programming expenses, insurance expenses, facilities and utilities expenses are over budget**
 4. **Personnel 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. **Grant revenue** over budget by \$120,000, as TFPL does not budget for private grants
 7. **Personnel expenses** under budget by \$25,000 due to vacancies in some budgeted positions. This is offset by an overage in **professional service fees** of \$6,000.
 8. **Library materials and programming expenses** are over budget by \$28,000 since new purchases for adult collection were paid for on the prior period budget. This will flatten out as the year goes on.
 9. **Facilities and utilities expenses** are over budget by \$16,000 due to HVAC repairs – will be covered by insurance
 10. **Security** is under budget by \$10,000 due to timing of submission of the March invoice. The invoices are typically billed a month late.
 11. **Planned expenditures from surplus for the reading room and tech upgrades** are over budget by \$276,000 due to a delay in the timing of the project which was budgeted for in a prior fiscal period
 12. **Net income** (as of March 31, 2022) was a deficit of approximately \$224,000. This compares to a budgeted deficit of \$34,000 for the period, which is a negative variance of \$190,000. Excluding the Reading Room and technology upgrades, there is a positive variance against the operating budget of \$86,000, which is primarily due to grants received that were not budgeted.
- B. Personnel Report (*presented by Director Rebecca FrancoMartin*)
1. (*no personnel changes*)
- C. Friends of TFPL (*presented by Pat Tumulty*)
1. **Book Fair** schedule for Sunday, April 24th from 1-4pm
 - a. Pat will meet with the Director next week to discuss planning and logistics
 - b. More than 20 authors participating
 - c. Authors are sharing on their own social media
 - d. Keynote speaker is a Trenton publisher Kassahun Checole (2pm)
 - e. Not a “fundraiser,” but a “friend-raiser”
 - f. Sponsors include Italian Peoples Bakery, Starbucks, Cake Creation, and Halo Farms

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

1. **COMMUNITY PARTNERS**

a. **Princeton University**

- i. Met with Duncan Harrison, Assistant Director for Regional Affairs in the Department of Community and Regional Affairs
- ii. Discussed collaboration opportunities

b. **TPS Summer Program (Dr. Smith/Fatima)**

- i. Staff will do outreach
- ii. All students have Library Cards via their student IDs

2. **MARKETING**

a. **Summer Edition of TFPL Newsletter** in development to promote summer programming, summer reading, etc.

b. **NJSL+ Partners Success Story**

- i. Mimi Lee, Director of Literacy and Learning at the NJSL, informed us of plans to feature TFPL as their mid-year project highlight through the state library's media outlets
- ii. The story will promote the Literacy Lab and other programs
- iii. Tiffany McClary, Director of Communications at the NJSL, met with TFPL to learn more about the opportunity

3. **BUILDING & TECHNOLOGY**

a. **Directory Signs** updated with new logo/colors

4. **STAFF & VOLUNTEERS**

a. **Staff Meeting** was held on March 17

- i. Planning for 120th Anniversary
- ii. Grants and other opportunities for the coming months

b. Several **Department Meetings** held throughout the month

5. **CONTINUING EDUCATION & MEETINGS**

a. **Bookmobile**

- i. Specs completed by Director and Mayor's Delegate
- ii. Specs shared with Chief of Staff

6. **LIBRARY SERVICES**

a. **Monthly Services Report (March 2022)**

- i. **22.6% Increase in Total Visits** from Feb. to March (4,402 → 5,397)
- ii. **321 Youth Served** through programs and outreach
- iii. **89 Adults Served** through adult programming (in addition to Digital Literacy Lab)
- iv. **364 New Library Accounts** created or updated
- v. **10.5% Increase in Computer Use** from Feb. to March (1,302 → 1,439 uses)

b. **Math Homework Help**

- i. Volunteer offers math homework help on Saturdays
(TIME?)
- ii. Can serve five students per session
- iii. Serves grades K-8

c. **Robert Wood Johnson Foundation Book Fair**

- i. More than 8,000 books have been purchased with RWJF funds

- ii. Book Fair to be held June 23rd
- iii. Youth can “shop” for books – the books will be free, but youth will be able to spend “Funny Money” provided by the Library to allow them to “shop”
- d. **Teen Action Group (TAG)**
 - i. Seven young adult attendees
 - ii. Two new requests to join the group
 - iii. Group helps develop programming in Young Adult space and also works with the Children’s Librarians
- e. **Youth Services Team Outreach at Trenton Central HS**
 - i. Focused on parent connection and home life
 - ii. Free books distributed
 - iii. Information on Library resources provided to youth, caregivers, and community members
- f. **Upcoming Events**
 - i. Trenton Authors Event
 - i. *(see notes in Section VII-C from Pat Tumulty)*
 - ii. Revolutionary Community Conversation
 - i. Rescheduled from Patriots Week
 - iii. 120th Anniversary Celebration
 - i. Save-the-Date flyer created
 - ii. June 11 from 11am-3pm
- g. **NJ Health Connect**
 - i. Program funded by NJSL and New Brunswick Library
 - ii. TFPL received two iPads with access to health information and resources
 - iii. Staff can assist with making appointments and guiding patrons to services and resources
 - iv. Very user-friendly program and setup
- h. **Digital Literacy Lab**
 - i. 19 patrons accessed services and attending regularly
 - ii. Total of 28 one-on-one instructional hours
 - iii. Labor and Literacy guide available 20 hours per week including an “open lab” hour
 - iv. GED and pre-GED prep Open Lab began April 1
 - v. Help with resumes, cyber-security/scam avoidance, basic computer skills, etc.
- i. **Hoopla**
 - i. Launching April 26th
 - ii. Hoopla is a digital media service offered by local public libraries
 - iii. Allows patrons to borrow movies, music, audiobooks, e-books, comics, and TV shows to enjoy on a computer, tablet, or phone – functions as its own streaming service
 - iv. Funded through a grant (\$5,000)
- j. **Microsoft Server Licenses**
 - i. New licenses purchased upon approval of discounted educational rates
 - ii. TFPL’s Integrated Library System (ILS) catalog program, TLC, will now be upgraded

7. **TRENTONIANA**
 - a. **Digitization Project**
 - i. Final meeting held
 - ii. Determining the scope of work of the vendor
 - iii. Database will be searchable and available to the community
 - iv. Funded via private donation
 - b. **Special Collections Additions** – items gifted by Mayor’s Office:
 - i. Stangl “pineapple” lamp
 - ii. Trenton Police Department official flag
 - iii. Greater Trenton low-ball glass
 - iv. City of Trenton COVID-19 masks by Andre McNair/October’s Vintage
 - c. **Windsor Chairs** from Reading Room restored and returned – project now complete
 - d. **Two Volunteers** working with Archivist in Trentoniana
 - e. **Part-Time Library Associate (Trentoniana)**
 - i. Resume submissions evaluated
 - ii. Interviews to be conducted in coming weeks
 - iii. This additional staff member will increase the Trentoniana Room’s open hours
8. **COLLECTIONS DEVELOPMENT**
 - a. **Baker & Taylor**
 - i. Quarterly call held
 - ii. Continuing to order non-fiction for rejuvenation project
 - b. **Afro-Caribbean Special Collection**
 - i. Will be featured near Black Community Collection
 - ii. Tamara Torres of Artworks participating in Harvard’s Afro-Latino Studies Project
 - iii. Tamara is procuring the book donations and will host a launch event with guest speakers (professors, community members, etc.)
 - c. **New Materials Added:**
 - i. 109 Urban Fiction books
 - ii. 139 Zines
 - d. **Book Displays**
 - i. New book displays created using display stands that also hold posters
 - ii. Posters created using poster machine
 - iii. Patrons encouraged to explore showcased materials and check out physical books
 - e. **New Marketing Strategies** show small 1% increase in circulation
9. **FINANCES/FUNDING**
 - a. **Library Audit**
 - i. FY20 and partial audit for FY21 nearing completion
 - ii. Shanna has submitted additional items requested by the firm
 - b. **Air Handler Reimbursement**
 - i. Philadelphia Indemnity sent billing information for the air handler upon completion of installation
 - ii. Check to be issued for approximately \$76,000

VIII. Action Items

A. Bill List

1. (*see "TFPL April 2022 Unpaid Bills"*)
2. Approval of Bill List with the exception of the item for Elizabeth Yull
 - a. Patricia Smith made the motion to approve the bill list with the noted exception
 - b. Lavern Rice seconded the approval of the bill list with the noted exception
 - c. **Motion passes 5-0**
3. Approval of Bill List item for Elizabeth Yull
 - a. Patricia Smith made the motion to approve the April bill list item for Elizabeth Yull
 - b. Lavern Rice seconded the approval of the bill list for Elizabeth Yull
 - c. **Motion passes 4-0-1 with Elizabeth Yull abstaining**

IX. Old Business

A. HVAC Update

1. End date now moved until June 7th, with \$514 per day (as of April 2nd due to 180-to-completion clause)
2. Vendor had to replace/repair damaged items, clogged sink, etc.
3. Will have "zones" in each room to allow for individual controls
4. Thermostats will be set to 72° with adjustments only allowed $\pm 3^\circ$
5. Core Mechanical will come 4/15 (Library closed due to Good Friday) to replace chiller

B. Mask Policy

1. NJSL no longer requires masks
2. Staff concerned about close contact (such as at computers) for prolonged periods of time, so masks will continue to be required for such services
3. Masks will be "at discretion of staff" if there is a large congregation of patrons in a particular space
4. Rebecca will draft a policy for the Board to review

C. Resolution to Close Investors Bank Account

1. This is the bank account that previously received funds from the credit card machines (which now goes to PNC Bank), so the Investors account is no longer in use.
2. Lavern Rice made the motion to close the Investors Bank account
3. Patricia Smith seconded the closure of the account
4. **Motion passes 5-0**

D. Strategic Planning

1. Rebecca will meet with Crystal and Deniece to resume discussions

X. New Business

A. Children's Room

1. There was a sewage leak in the Children's Room
2. The bottom of the mural wall had to be cut to remove damaged sheetrock, and portions of the carpet had to be removed as they could not be cleaned.

3. Children's Room was closed to allow for cleaning and sanitization but has since reopened
 4. Carpet will be replaced
 5. Mural will be re-finished when wall is fixed and carpet is installed (will use carpet tiles)
 6. TFPL will not file an insurance claim due to concerns about being dropped by the company and because the claim is relatively small
- B. PNC – Meeting/Closure of Account
1. PNC recommends leaving the investments the way they are due to rates being bad
 2. Recommended using a P-Card (procurement card), which can be assigned to a particular staff member for particular stores
 - a. There is also an associated rewards program
 3. Approval of Bill List
 - a. Crystal Smith made the motion to approve the April bill list
 - b. Lavern Rice seconded the approval of the bill list
 - c. **Motion passes 5-0**
- C. 120th Anniversary Celebration (June 11 from 11am-3pm)
1. Block Party being planned by a TFPL Committee
 2. Community vendors will table
 3. Isles' T-Rex truck with skateboards and scooters
 4. Gaming truck, DJ, face-painting will be available
 5. No food vendors due to permit issues
 6. Sponsors will donate grab-and-go style food
 7. Inside programming will include open mic, poetry, Library Card drives, etc.
 8. Swag bags to be available
 9. Crystal noted the need for promotion throughout the City

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is **Thursday, May 5, 2022**, beginning at 6:00 pm. **Please note that this is the FIRST Thursday of May, rather than the second Thursday as is typical.** This date change was confirmed by a Board motion at the December 2021 meeting.
- B. Liz presented an image of Bus Saidt, a former neighbor of hers
 1. Mr. Saidt is in the Baseball Hall of Fame as a sportswriter
 2. Mr. Saidt was inducted into the Trenton Baseball Hall of Fame in 1994, and the plaque was donated to TFPL

XII. Executive Session (if required)

- A. *(none required)*

XIII. Adjournment

- A. Patricia Smith makes a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:13 pm

Respectfully submitted,

Rick Kavin
TFPL Board of Trustees Recording Secretary