



**The Trenton Free Public Library Board of Trustees  
Main Branch, 120 Academy Street, Trenton, NJ 08608  
August 11, 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) 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, and Patricia Smith

B. Not Present: Rick Kavin, Lavern Rice, and James Earle

**IV. Agenda Approval**

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

B. Patricia Smith seconded the approval of the agenda

C. **Motion passes 4-0**

**V. Approval of Minutes**

A. Patricia Smith made the motion to approve the minutes from the July 2022 Board meeting

B. Crystal Smith seconded the motion

C. **Motion passes 4-0**

**VI. Open Public Address**

A. No members of the public present

B. *Pat Tumulty – "The AC feels good."*

**VII. Presentations**

A. Financials (*presented by Ann C. Zawartkay, CPA, CGMA*)

1. (see “July 2022 financial reports” from Ann C. Zawarkay, CPA, CGMA)
2. **Total fund balance** (as of July 31, 2022) was approx. **\$2.3M**
  - a. \$982,000 in cash/investments, of which \$57,000 is in TFPL’s operating checking account
  - b. This is a \$81,000 decrease from previous month due to operating activity and payment of construction-related invoices
    - i. Payment of construction invoices related to the Library Construction Bond improvements required a transfer of \$300,000 from the Northfield capital reserve account to the PNC operating checking account at the beginning of May
  - c. Roughly \$125,000 of various trust funds and trust fund income has been designated for various purposes. Approximately \$243,000 was released from restriction during the period to cover construction-related expenditures.
3. **Grant revenue, Library materials and programming expenses, audit expenses, and technology hardware and software were over budget**
4. **Personnel expenses, facilities and utilities expenses, security expenses, and planned expenditures from surplus for the Reading Room/tech upgrades were 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 \$122,000, as TFPL does not budget for private grants
7. **Personnel expenses** under budget by \$60,000 due to vacancies in budgeted positions
8. **Library materials and programming expenses** are over budget by \$21,000 due to timing of large purchases for the collection
9. **Facilities and utilities expenses** are under budget by \$64,000 due to repairs on the HVAC offset by an insurance check received for \$76,000
10. **Security** is under budget by \$11,000 due to timing of submission of the July invoice. The invoices are typically billed a month late.
11. **Audit expense** is over budget by \$5,000 due to the additional audit being performed for the six months ending December 31, 2021
12. **Technology hardware and software** is over budget by \$19,000 due to timing of subscription invoices compared to the previous year.
13. **Planned expenditures from surplus for the reading room and tech upgrades** are under budget by \$103,000. The budget was amended to incorporate unspent budget amounts approved in prior years for the related projects into the current year budget. The revised budget amounts for the calendar year were spread evenly over twelve months.
14. **Net income** (as of July 31, 2022) was a deficit of approximately \$501,000. This compares to a budgeted deficit of \$985,000 for the period, which is a positive variance of \$484,000. Excluding the Reading Room and technology upgrades offset by trust funds released, there is a positive variance against the operating budget of \$138,000, which is primarily due to grants received that were not budgeted and the receipt of the insurance reimbursement for the HVAC repairs.

- B. Personnel Report (*presented by Director Rebecca FrancoMartin*)
  - 1. *No personnel changes.*
- C. Friends of TFPL (*presented by Pat Tumulty*)
  - 1. The next Friends meeting is August 18, 2022 at 6 PM
  - 2. The Friends will be assisting with clearing out the books from Community Room B to distribute throughout the City.
  - 3. At the upcoming BOE outreach the Friends will assist staff with outreach efforts.
  - 4. For Library Card Sign Up Month, the Friends would like to participate in some capacity. This will be discussed at their upcoming meeting.
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
  - 1. **COMMUNITY PARTNERS**
    - a. **Mercer County Community College's Upward Bound**
      - i. Program will be partnering with the Library to access TFPL resources, engage with the Library, and provide information to families
  - 2. **MARKETING & PUBLIC RELATIONS**
    - a. More than **500 people** reached within the community through outreach to various community organizations including TASK, the Farmers Market, and National Night Out
  - 3. **BUILDING & TECHNOLOGY**
    - a. **The Library Corporation (TLC)**
      - i. Meetings held to prepare for next steps in completing the migration to the updated version of our automation and cataloguing system
      - ii. Schedule is set for early September
      - iii. Migration services will take place over the weekend when the Library is closed to avoid any disruption of services
    - b. **Computer Use**
      - i. Demand continues to rise with a 12% increase in usage from June to July
      - ii. 2,000 uses of PCs in the building
  - 4. **STAFF & VOLUNTEERS**
    - a. Director has been excused from **Jury Duty**
    - b. **Audits**
      - i. Administrative Assistant was instrumental in securing audits for both the transition year and full calendar year
      - ii. Both were successful
    - c. **Staff Evaluations** being prepared
    - d. **Staff Meeting** was held to provide updates to staff and discuss any concerns or questions
  - 5. **CONTINUING EDUCATION & MEETINGS**
    - a. Staff across departments continue to attend **webinars** and **conferences** virtually as opportunities arise
    - b. **Artworks**
      - i. Director met with Craig Shofed, the new Managing Director of Artworks
      - ii. Discussed TFPL partnerships initiated by his predecessor
      - iii. Partnerships will probably launch in 2023 to allow time for their establishment and securing needed funds

## 6. LIBRARY SERVICES

### a. People & Stories

- i. Will being at TFPL during end of September
- ii. Thanks to Pat and her colleague Maria for coordinating
- iii. Two sessions will run for eight sessions each
- iv. One session will be in English and the other will be in Spanish

### b. Library Card Account Creations/Renewals continue to trend upward

### c. Computer Lab

- i. Patrons continuing to make use of resume and job help, digital literacy instructions, and other online applications
- ii. One patrons received help creating a resume and returned to thank the staff and let them know she succeeded in obtaining employment

### d. Book Club

- i. Off to a slow start but hopeful it will continue to grow
- ii. Six copies of this month's selection, *Black Cake* by Charmaine Wilkerson, are checked out

### e. Meeting Room Reservations

- i. Since reopening reservations to the community, TFPL has received at least four requests each week

### f. Utility Bill Assistance

- i. Program served 61 patrons last month
- ii. Due to the demand, it will be offered twice a week in August

### g. Library Patronage

- i. Reached an all-time high in June with 6,000 visits, which was attributed to the Block Party
- ii. However, July visits totaled more than 6,000 as well with 6,185 total visits

### h. Summer Reading

- i. 25 children have turned in their reading lists and received prizes so far
- ii. 11 adult participants completed the first book and won the mini-prize (a canvas bookbag)
- iii. Seven adult participants completed the two-book challenge and will be entered into the grand prize drawing

### i. Programming

- i. 489 children and youth and 286 adults participated in July programming at the Library

## 7. COLLECTIONS & MATERIALS

### a. Author Talks and Advanced Reader Copies

- i. Director spoke with a former NYPL colleague at the ALA conference, who now works at Penguin Random House
- ii. Working to increase author talks at the Library
- iii. Also receiving advanced reader copies of materials for staff to assess and potentially order, as well as to create awareness of up-and-coming authors and releases in both English and Spanish

- b. **Library Circulation**
  - i. From January through June 2022, circulation average of *physical materials* averaged 1,917 items per month
  - ii. In July, there was a 71% increase, with circulation at 3,281, with the increase primarily in book check-outs as DVDs remained static
- 8. **TRENTONIANA**
  - a. **Walk-In Service** has returned on Thursdays and every first Saturday of the month
  - b. **Library Associate** continuing to work with the Trent House Collection and has begun working on oral histories as well
  - c. **First Friday (August 5)**
    - i. Slowest opening yet with ten individuals in attendance
    - ii. The August exhibit, “Urban Art Scenes,” showcasing artists Marge Miccio and Kate Graves, is set to be displayed throughout the month of August.
- 9. **FINANCES/FUNDING**
  - a. **I Am Trenton Grant**
    - i. Submitted for teen series, “Being Your Own Best Advocate: Teen Edition”
    - ii. Should the grant be awarded, there will be a year-long series of monthly workshops to boost teen self-confidence, financial literacy, and career and college readiness
    - iii. Goal is to empower teens to be self-sufficient and make informed decisions
  - b. **Library Construction Bond**
    - i. Documents submitted for the awarded funds are being processed and the contract will be sent to TFPL soon
    - ii. Once the contract is signed, the project will begin moving forward

## VIII. Action Items

### A. Bill List

- 1. (*see “TFPL August 2022 Unpaid Bills”*)
- 2. Approval of Bill List
  - a. Deniece Johnson made the motion to approve the August bill list
  - b. Crystal Smith seconded the approval of the bill list
  - c. **Motion passes 4-0**

## IX. Old Business

- A. CDBG – Bid Process Complete
- B. Board of Trustee Bylaws
- C. HVAC – CCH punch list
- D. Audit – draft

## X. New Business

- A. CCH – Proposal for exterior project
- B. Library closure on Wednesday, September 21, 2022 (Staff Appreciation Day)
  - 1. **Motion passes 4-0**
- C. Transfer of funds from Northfield Bank/Closure of Account

1. The Board approved and a resolution was signed to provide to Northfield in order to Transfer funds to the PNC operating account.

**XI. Announcements**

- A. The next regularly scheduled Board of Trustees meeting is Thursday, September 8, 2022, beginning at 6:00 pm

**XII. Executive Session**

- A. Executive Session entered at 7:00
- B. Executive Session ended at 7:15

**XIII. Adjournment**

- A. Elizabeth Yull made a motion to adjourn
- B. **There were no objections**
- C. Meeting adjourned at 7:16 pm

Respectfully submitted,

Rebecca FrancoMartin  
Director