



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
February 9, 2023 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)

Library Personnel: Rebecca FrancoMartin (Director)

I. Call to Order

A. Elizabeth Yull, Board President, called the meeting to order at 6:00pm

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, Lavern Rice

B. Not Present: Rick Kavin and James Earle

IV. Agenda Approval

A. Patricia Smith made the motion to approve the February 2023 agenda

B. Deniece Johnson 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 January 2023 Board meeting

B. Deniece Johnson seconded the motion

C. **Motion passes 5-0**

VI. Open Public Address

A. No members of the public present

B. *(no public comment)*

VII. Presentations

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

1. (*see "January 2023 financial reports" from Ann C. Zawartkay, CPA, CGMA*)
2. **Total fund balance** (as of January 31, 2023) was approx. **\$2.4M**
 - a. \$1,005,000 in cash/investments, of which \$185,000 is in TFPL's operating checking account
 - b. This is a \$151,000 decrease from previous month due to operating activity
 - c. TFPL is carrying approximately \$125,000 of various trust funds and trust fund income has been designated for various purposes
3. **Trentoniana donations and planned expenditures from surplus for the Reading Room/tech upgrades were over budget**
4. **Personnel expenses, facilities and utilities expenses, Library materials and programming expenses, and technology hardware and software expenses 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. **Trentoniana donations** over budget by \$1,000, as TFPL does not budget for private grants and donations.
7. **Personnel expenses** under budget by \$11,000 due to vacancies in budgeted positions
8. **Facilities and utilities expenses** are under budget by \$3,000
9. **Library materials and programming expenses** are under budget by \$6,000 due to timing of purchases for the collection
10. **Technology hardware and software expenses** are under budget by \$2,000 due to timing of subscription invoices compared to the previous year.
11. **Planned expenditures from surplus for the reading room and tech upgrades** are over budget by \$7,000 since the project was not budgeted for 2023
12. **Net income** (as of January 31, 2023) was a deficit of approximately \$52,000. This compares to a budgeted deficit of \$62,000 for the period, which is a positive variance of \$10,000. Excluding the Reading Room, there is a positive variance against the operating budget of \$3,000
13. The items **Security, Legal Fees, and Audit Expenses** were not reported on this month

B. PNC Investments (*Presented by Mr. Winter*)

1. Rates high at this time – 4% rate of return
 - a. Laddered Investments– protected/guaranteed
 - b. 4.5% - no risk/no fluctuations
2. Amount of funds needed in the next few years
 - a. Treasuries safest – 1-200k
 - b. Symetra A-rate
 - i. 100k (4.40% - 3 years)
 - ii. 100k (4.55% - 5 years)
 - iii. Pure 15% withdrawal every year for projects
 - c. Valuing for liquidity

- i. Deescalating charge – 7-8%
 - 3. FDIC insured investment CD – S&P 500 – principal protected
 - a. Maximum Cap – 35% in five years
 - b. All stock investments
 - c. FDIC- principal return regardless of performance
 - d. Full principal protection
 - e. Cannot liquidate until maturity
 - 4. Remaining amount – short term for liquidity
 - 5. The account currently sitting in cash at over \$600K will be invested by the Board as follows. A resolution to pass these funds was passed in a prior Board meeting.
 - a. 200 T-Bills 1 year
 - b. 100k – 5 years insurance Symetra annuity
 - c. 300 – among other products (3 or 5 year – 3 years is better rate)
 - i. Or 150/150 3 year – 2 year 250k
 - ii. \$42k in cash
- C. Personnel Report (*presented by Director Rebecca FrancoMartin*)
 - 1. (*no personnel changes*)
- D. Friends of TFPL (*presented by Pat Tumulty*)
 - 1. Friends Meeting has changed to 2nd Tuesday of every month
 - 2. NJEA February 22, 2023 giveaways for (I Love Libraries Month)
- E. Director’s Report (*presented by Director Rebecca FrancoMartin*)
 - 1. **MARKETING & PUBLIC RELATIONS**
 - a. **TikTok**
 - i. New TikTok account created with videos of staff in the Library
 - ii. Very well-received so far
 - iii. 600+ views on some of the videos
 - b. **Trenton Community Street Teams (TCST)**
 - i. TCST Social Media Manager working with Library staff to cross-promote programs and services
 - 2. **BUILDING & TECHNOLOGY**
 - a. **Roof & Masonry**
 - i. Clark Caton Hintz engineers came out to prove the roof
 - ii. Currently creating scope of work to send out a bid for the roof and masonry work
 - 3. **STAFF & VOLUNTEERS**
 - a. **Staff Vacations** have been approved from April through June
 - b. **Staff Manuals**
 - i. Staff received the new **Personnel Manual** along with the **Sexual Abuse, Misconduct, or Harassment Policy** and **Child Abuse Reporting Policy**
 - ii. Staff were provided time to read each document in detail
 - iii. All staff signed a memo stating that they had received, read, and understood the policies
 - 4. **CONTINUING EDUCATION & MEETINGS**
 - a. **Trenton Community Street Teams** (January 18th @ TFPL)
 - b. **Trenton Recovery Team Roundtable** (January 31st @ TPD)
 - c. **Trenton PD** – discussion on Library security (February 1st)

- d. **Recovery Advocates of America** (February 6th @ TFPL)
 - e. **NYU's Robert F. Wagner Graduate School of Public Service – Capstone Project on TCST**
 - i. The capstone team from NYU's Robert F. Wagner Graduate School of Public Service are interested in learning more about the Trenton Community Street Teams and assisting them in making recommendations to critical priorities and potential areas of improvement
 - ii. Their work will culminate in a narrative report, similar to what Newark Street Teams
<https://www.newarkcommunitystreetteam.org/wp-content/uploads/2021/02/NCST-Evaluation_FINAL.pdf> put out in 2020
 - iii. The Director interviewed with them to discuss how the Street Teams hub at the library will work
5. **COLLECTIONS & MATERIALS**
- a. **Black History Month Donation**
 - i. Books donated by Jim Johnson
 - ii. Titles added to TFPL collection
 - iii. Duplicates will be provided to children to take home
 - b. **Database Use**
 - i. Increased significantly from 2021 to 2022
 - ii. Large increases seen especially in:
 - eLibrary NJ (up 36%)
 - Newsbank (up 112%)
 - Brainfuse HelpNow (up 388%)
 - c. *Lessons in Chemistry* by **Bonnie Garmus** is the most checked-out Adult Fiction book for the third month in a row
6. **FINANCES/FUNDING**
- a. **Retro Pay** calculated for the COLA increase for first pay period in January as City payroll did not add it to the first payroll
 - b. **Dosier Hammond** donated \$225
7. **LIBRARY SERVICES**
- a. **Summer Reading** materials ordered, and planning has begun
 - b. **Section 8** application assistance requested by 50 patrons
 - c. **“Love Your Library” Month (February)**
 - i. Photo booths and special displays created
 - ii. Special programs including a new adult class will begin February 27th with topics focusing on what patrons can do with a library card (i.e. stream a movie, go to a museum, learn a new language, read free newspapers, etc.)
 - d. **2022 Year-End Data**
 - i. 68,525 visitors throughout 2022
 - ii. 19,052 individual PC uses throughout 2022
 - e. **January 2023 Data**
 - i. 6,478 patrons visited the Library
 - ii. Wireless printing services used 300 times
 - f. **Black History Month**
 - i. Displays created throughout the Library

- ii. Patrons already checking out showcased materials
 - g. **Early Head Start**
 - i. Families invited to learn about the Library and its services
 - ii. Families received Library cards
 - h. **Environmental After-School Club**
 - i. Presented by Isles for teens
 - ii. Weekly program beginning February 21st
 - i. **Teen Podcasting Program**
 - i. Six-week program to begin on March 1st
 - j. **EmPoWeR of Somerset**
 - i. Digital “Teen Speak” program in Spanish will begin at the Library on April 5th
 - ii. This is a two-part program for parents to learn how to effectively communicate with their children
8. **TRENTONIANA**
- a. **88 patrons** visited the Trentoniana Room or made research inquiries
 - b. Trentoniana **added two items** that were a gift from Nancy A. Grundhal:
 - i. “Calendar of Memories,” Traver’s Book Store (1942)
 - ii. Materials given to new mothers, Mercer Hospital (c. 1952)
 - c. The part-time Library Associate for Trentoniana applied for an **I Am Trenton grant** for the “Now You’re Set for Library” oral history interviews

VIII. Action Items

A. Bill List

- 1. (*see “TFPL February 2023 Unpaid Bills”*)
- 2. Approval of Bill List
 - a. Deneice Johnson made the motion to approve the February bill list
 - b. Patricia Smith seconded the approval of the bill list
 - c. **Motion passes 5-0**

IX. Old Business

- A. Budget
- B. Benefits

X. New Business

- A. Auditing RFP
- B. Fund Library Congressional Fly-In

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, March 9, 2023, beginning at 6:00 pm

XII. Executive Session (*if required*)

XIII. Adjournment

- A. Deniece Johnson made a motion to adjourn

- B. **There were no objections**
- C. Meeting adjourned at 7:11 pm

Respectfully submitted,

Rebecca FrancoMartin