



**The Trenton Free Public Library Board of Trustees
Main Branch, 120 Academy Street, Trenton, NJ 08608
Thursday, May 11, 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)

City Council Liaison: Crystal Felicano

Library Personnel: 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, Deniece Johnson and Lavern Rice

B. Not Present: Rick Kavin, Patricia Smith, and James Earle

IV. Agenda Approval

A. Deniece Johnson made the motion to approve the May 2023 agenda.

B. Crystal 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 April 2023 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. *(no public comment)*

VII. Presentations

- A. Financials (*presented by Ann C. Zawartkay, CPA, CGMA*)
1. (*see "April 2023 financial reports" from Ann C. Zawartkay, CPA, CGMA*)
 2. **Total fund balance** (as of April 30, 2023) was approx. **\$2.4M**
 - a. \$995,000 in cash/investments, of which \$169,000 is in TFPL's operating checking account
 - b. This is a \$75,000 decrease from previous month due to operating activity
 - c. Roughly \$125,000 of various trust funds and trust fund income has been designated for various purposes.
 3. **Trentoniana donations, technology hardware and software, and planned expenditures from surplus for the Reading Room/tech upgrades were over budget**
 4. **Personnel expenses, facilities and utilities expenses, insurance expenses, audit expenses, and Library materials and programming 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 and grant income is over budget by \$9,000, as TFPL does not historically budget for private grants and donations.
 7. **Personnel expenses** under budget by \$3,000 due to vacancies in budgeted positions offset by a catch-up benefit premium invoice due to the State of New Jersey.
 8. **Facilities and utilities expenses** are under budget by \$8,000.
 9. **Audit expense** is under budget by \$20,000 due to timing of the start of the audit compared to prior years.
 10. **Library materials and programming expenses** are under budget by \$26,000 due to timing of purchases for the collection and the use of remaining credits from Baker & Taylor from last year.
 11. **Technology hardware and software** is over budget by \$6,000 due to timing of subscription invoices compared to the previous year.
 12. **Planned expenditures from surplus for the Reading Room and tech upgrades** are over budget by \$41,000 since the project was not budgeted for 2023.
 13. **Net income** (as of April 30, 2023) was a deficit of approximately \$81,000. This compares to a budgeted deficit of \$90,000 for the period, which is a positive variance of \$9,000. Excluding the expenditures on renovations, there is a positive variance against the budget of \$50,000 from operations.
- B. Personnel Report (*presented by Director Rebecca FrancoMartin*)
1. Candidates for the **Library Assistant, Special Projects** position were interviewed by the Director and Archivist, and one individual was hired
- C. Friends of TFPL (*presented by Pat Tumulty*)
1. Financial Contribution: (Goal \$2000.00 for Adult Programming)
FRIENDS received donations in the amount of \$350.00 of the \$2000.00 goal.

2. FRIENDS are also seeking donations for the Library Birthday Celebration and to raise money for Library Furniture for the Reading Room.
- D. Director's Report (*presented by Director Rebecca FrancoMartin*)
1. **COMMUNITY PARTNERS, MARKETING, AND PR**
 - a. **Princeton University**
 - i. Virtual meeting with Social Work students to discuss how to engage with patrons to gather information for a study
 - b. **Mercer County Family Support Organization (FSO)**
 - i. Outreach by TFPL for Summer Camp and Recreation Fair provided an opportunity for Library staff to distribute summer reading kickoff flyers and free books to youth
 - c. **9th Grade Academy**
 - i. Group tour given to two classes to learn about the Library and receive Library Cards
 2. **BUILDING, MAINTENANCE, & TECHNOLOGY**
 - a. **Selective Insurance**
 - i. Documentation for insurance renewal completed
 - ii. New policy will be shared prior to June start date
 - b. **Digital Literacy Lab**
 - i. Continues to assist patrons with workforce development, resume writing/formatting, research, and even how to create an obituary
 3. **STAFF & VOLUNTEERS**
 - a. **National Library Workers Day**
 - i. Lunch provided to staff
 - ii. Special t-shirts distributed
 - b. **Library Assistant, Special Projects**
 - i. Candidates were interviewed for the position by the Director and Archivist
 - ii. One individual was hired
 4. **MEETINGS & PROFESSIONAL DEVELOPMENT**
 - a. **Atlantic City Professional Development Conference** attended by Union Steward
 - b. Archivist attended several **Historical Society** meetings and the **Academy of Certified Archivists'** online virtual forum about graduate archival education and archival certification
 5. **COLLECTIONS & MATERIALS**
 - a. **ePUL (Pop-Up Libraries)**
 - i. Installed for the month of June with new QR codes
 - ii. Additional five locations for initial launch
 - b. **Baker & Taylor**
 - i. Materials ordered from B&T will not show on the bill list
 - ii. Credit owed to the Library has been applied
 6. **FINANCES/FUNDING**
 - a. **Capital Funding** via the Office of Assemblywoman Verlina Reynolds Jackson and Ed Gittens
 - b. **Health Benefits**
 - i. Now provided by Aetna through the City

- ii. TFPL has not received a bill for benefits that began April 1st
 - iii. TFPL admin has contacted the City to request a bill and/or start date for billing
7. **LIBRARY SERVICES**
- a. **National Library Month**
 - i. Special displays created by TFPL staff
 - ii. National Poetry Month Open-Mic hosted by Todd Evans
 - iii. Keychains with TFPL logo and hours distributed to patrons
 - iv. Donations totaling \$350 to TFPL made via PayPal
 - b. **Visits and Usage**
 - i. Both patron visits and computer usage remain high
 - ii. Through April – a third of the way through the calendar year – the Library is on track for a minimum annual increase of 11% for patron visits and 7% for PC usage
 - iii. High use of **e-resources** in April:
 - WorldBook Online: 1100 users
 - eLibrary NJ: 271 users
 - iv. Increased number of calls requesting information on **e-resource access**
 - c. **Adult Programming and Events**
 - i. **ESL Classes**
 - Resumed classes had six attendees so far
 - Attendance expected to increase as it has in the past
 - ii. **Utility Bill Assistance Program**
 - Demand remains high
 - 64 people served in April
 - iii. **South Village Senior Center Computer Class**
 - Monthly computer class being taught for senior citizens
 - A Bilingual Library Assistant will be attending outreach with the Librarian due to the number of Spanish-speaking seniors
 - d. **Youth Programming and Events**
 - i. A total of **300 Children** and **150 Young Adults** participated in various programs and outreaches with TFPL
 - ii. **Reading Tutoring**
 - A Girl Scout seeking her Gold Star Award is providing tutoring in Reading on Saturdays in the Children’s Room
 - iii. **Mercer Street Friends Workshop**
 - Family workshop to provide resources to patrons
 - Included a tour of the Library
 - Children’s staff hosted a crafts program
8. **TRENTONIANA**
- a. **Nine New Items** added to the Trentoniana collections, including:
 - i. ***The Zinester Manifesto***, added to the Zine collection by the Archivist
 - ii. **Papers related to Charles Ewing, 1817-1823**, from the McLean County (IL) Museum of History

- Ewing eventually became Recorder of the City of Trenton
- In 1815, he was persuaded to become a reluctant Federalist candidate for the New Jersey State Legislature
- He was appointed in 1819 to serve on a commission created to revise some of the archaic laws of New Jersey

b. **Volunteers**

- i. Three volunteers continue to **process maps and posters** in the map case, **inventory donations**, and **answer research inquiries**

VIII. Action Items

A. Bill List

1. (*see "TFPL May 2023 Unpaid Bills"*)
2. Approval of Bill List
 - a. Deniece Johnson made the motion to approve the May bill list.
 - b. Lavern Rice seconded the approval of the bill list.
 - c. **Motion passes 4-0**

IX. Old Business

- A. Library Construction Bond (LCB)

X. New Business

- A. PNC Investments

XI. Announcements

- A. The next regularly scheduled Board of Trustees meeting is Thursday, June 8, 2023, beginning at 6:00 pm

XII. Executive Session (*if required*)

XIII. Adjournment

- A. Deniece Johnson makes a motion to adjourn.
- B. **There were no objections**
- C. Meeting adjourned at 6:37 pm

Respectfully submitted,

Rebecca FrancoMartin
Director