The Trenton Free Public Library Board of Trustees
120 Academy Street, Trenton, NJ 08608
October 10, 2024 at 6:00pm

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

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

City Council Liaison: Jenna Figueroa Kettenburg *(not present)*

Library Personnel: Karen O'Malley (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 Karen O'Malley
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, Rick Kavin, and Robert McGuckin
B. Not Present: *(none)*
C. *NOTE: Deniece Johnson arrived at roughly 6:35pm and thus did not take part in the early votes of the meeting

IV. Agenda Approval

A. Rick Kavin requested to add "Freedom to Read" Act Update to the agenda under Old Business
B. Lavern Rice made the motion to approve the October 2024 agenda with the noted amendment
C. Patricia Smith seconded the approval of the agenda
D. Motion passes 6-0

V. Approval of Minutes

A. Patricia Smith made the motion to approve the minutes from the September 2024 Board meeting
B. Lavern Rice seconded the motion
C. Motion passes 6-0

VI. Open Public Address

A. One member of the public present

B. Pat Tumulty inquired about the opening of the 2nd Floor Reference Room. No spoilers for the Director's Report, but the room is expected to open in late October. She also inquired about the Reading Room, which has required the drop ceiling to be removed to allow for lighting upgrades.

VII. Presentations

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

1. *(see "September 2024 financial reports" from Ann C. Zawartkay, CPA, CGMA)*
2. Through September 30, 2024
3. $1.95M in cash and investment accounts – big payments to City (for health care premiums finally) and some construction/renovation vendors
4. Total fund balances: $3.8M
5. Total designated for capital improvements (incl. $300k for LCB project): $739k
6. LCB grant portion has been fully expended - $226k received as of 9/30/24. Additional expenditures to be charged against matching portion designated by Board
7. Health insurance issue persists - $112k recorded as estimate for unbilled *retiree* premiums through Dec. 31, 2023. No accrual made for 2024 to date – will be determined with aid of City payroll staff
    a. Medical premium invoices received for April 2023 – September 2024 for *active employees only*
    b. Estimate for retiree premiums for 2023 is accrued as a liability but none for 2024
8. City Appropriations ($282k) – third quarter appropriation received; Q4 due in November
9. Trust fund decreased by roughly $8k due to expenditures for Trentoniana
10. Personnel expenses under budget due to vacancies and retiree premium issue *(see above - #7)*. Facilities and utilities under budget. Library materials and programming expenses under budget due to timing of purchases – lots of purchasing in August & September but still under budget, which will even out through rest of the year. Legal expenses over budget due to ongoing matter. Insurance is under budget due to purchase timings. Tech hardware/software over budget due to additional subscriptions and timing of multi-year renewals.
11. Net operating income is surplus of $366k – operating surplus (budgeted for $160k) is earmarked for capital improvements in the current year revised budget

B. Approval of Bill List

1. *(see "TFPL October 2024 Unpaid Bills")*
2. Approval of Bill List
    a. Two large bills:
        i. CoT for health care premiums ($294k billed, $269k paid)
        ii. Media Technologies LLC ($103k)

b. Rick Kavin made the motion to approve the October bill list
c. Lavern Rice seconded the approval of the bill list
d. Motion passes 6-0

C. Friends of TFPL *(presented by Pat Tumulty)*
1. Working with NJEA to obtain student Library Cards to allow for digital resources, etc. Friends will support the initiative however possible, including outreach, attending School Board meetings, etc.
2. Spoke on October/Halloween programming and excitement in community
3. Also complimented the new newsletter, which is prepared by Claire with contributions from the staff
4. Pat noted that the Director from the Mahwah Public Library spoke about the Library Tax and the possibility of an initiative to adjust it

D. Director's Report *(presented by Director Karen O'Malley)*
1. *(see "Director's Report October 2024" – highlights included below)*
2. Administration
   a. Posting open positions, reviewing resumes, and scheduling interviews. Interviews for Librarians being held next week.
   b. PTO being reviewed for all staff to address miscalculated totals
   c. TPD provided with requested footage from a late evening outside the Library
   d. Working with Adult Librarian to update Meeting Room Policy
   e. Acquired Notary Commission to better understand service – working to align abilities/restrictions of notary service with what is provided at TFPL
   f. Researching other local history collections to outline a path forward for Trentoniana Department
3. Meetings
   a. Regular Department Head meetings and L4 "Supervising Library Manager" meeting, as well as individual meetings with Trentoniana Staff
   b. Mayor's Cabinet meeting – getting to know Department Directors, find areas of collaboration, etc.
   c. Met with/obtained quotes for cabling work & switches needed for IT project
   d. LifeLine Tech – computer project
4. Resources – promo materials being created for new online resources:
   a. *NY Times*
   b. LinkedIn Learning *(beg. next week)*
   c. Ancestry
   d. Comics-Plus
   e. Book-Flix
   f. Creative Bug
   g. All-Data
5. Departments
   a. Children's and Young Adult
      i. Programming beginning to gain traction
      ii. "Snakes and Scales" program on Saturday, Sept. 28th had 30 participants
      iii. Participating in Trunk-or-Treat with TPD on Halloween at Cadwalader Park – will also distribute informative flyers,

bookmarks, etc. with info on resources, museum passes, etc.

b. Adult
    i. Working hard despite short staffing and cramped conditions – looking forward to working in renovated Reference Room
c. Trentoniana
    i. Work continuing after departure of Archivist Laura Poll
    ii. Department met during week of Oct. 7th
d. Circulation
    i. Drawing for Library Card Sign-Up Month held October 1st – winner pictured with prize on Library social media

6. Events
    a. **Staff In-Service Day**
        i. Will take place during IT project implementation (date TBA – likely two to three days)
        ii. During this time, no internet will be available to staff or patrons
        iii. TFPL will need to close to public, so staff development can be done at this time
        iv. Dates to be provided by LifeLine Tech and will be shared with Board (and staff)
7. Budget and Funding
    a. Per capita state aid received Oct. 7: $58,844
8. Personnel and Staffing
    a. Open Positions:
        i. F/T Librarian or Library Associate (Adult)
        ii. P/T Librarian
        iii. P/T Library Assistant
        iv. Local History Librarian
        v. F/T Technology Assistant
    b. Promoted (provisional):
        i. Claire T. to L4 – "Supervising Library Manager"
    c. Resignation:
        i. Christian M.
9. Building & Grounds
    a. Boilers need to be repaired – estimated cost $60k based on one quote. State contract vendor quotes being pursued. Replacement may be the better option depending on cost. Currently operating at ~65% capacity. Also potential for "emergency" provisions depending on criteria/current situation.
    b. Environmental health inspection conducted as required
10. Capital Projects Update
    a. Adult Reference Room Renovation
        i. Third reimbursement received
        ii. The non-fiction books in storage have been moved into the Adult Reference Room
        iii. IT project expected be complete by mid-October
        iv. Expected opening in late October
    b. Ramp Project

i. Pre-bid meeting held at the Library – there were no attendees to ask questions
ii. Two firms did download documentation – hoping to receive bid applications

c. Partial Roof Replacement
i. Still gathering information on whether creating an RFP vs. having an "Architect of Record" is possible – City procurement agent suggested that the architect must be specific to the project (no Architect of Record).

d. Children's Room
i. Director is seeking to bring down the cost of the furniture to align with budget approved by the Board

11. Monthly Stats (compared to 2023)
a. *(see full monthly report)*
b. New cards steady/down slightly, updated cards down 58%
c. Circulation up 39% (2,961 items circulated)
i. E-circulation up 44%
d. Patron visits up 19% - 9,180 total visits
e. Trentoniana: 73 visits and 24 requests

VIII. Old Business / New Business

A. Freedom to Read Act Update *(presented by Rick Kavin)*
1. Bill would provide legal protections for Library staff, would offer draft policies for addressing challenged materials, and aligns with the values of TFPL
2. Bill passed in June by full Assembly 53-20 with 18 sponsors and co-sponsors (including LD-15 representatives Verlina Reynolds-Jackson and Anthony Verrelli)
3. On September 30th, the Senate Education Committee advanced the bill on a 3-2 vote
4. Full Senate likely to vote on bill by end of October

B. Org. Chart – new position vote
1. One new F/T and one new P/T position
2. State suggests we should have 27 FTE – with this change we will have 25
3. Moving Trentoniana associate to F/T
a. Health insurance cost increase to TFPL of roughly $12k
b. Bobby inquired about the necessity of a F/T Trentoniana staff member due to proportion of visits (i.e. 73 visits to Trentoniana out of more than 9,000 total visits)
c. Trentoniana currently focused on archival/research – can possibly refocus to a more "local history" perspective w/ public programming & reference-style Library work
d. In part to replace work and function of previous Archivist based in Trentoniana – previously was one F/T archivist and two P/T staff members
e. Will also cross-train various staff to be versed in Trentoniana, basic materials/resources, etc.
f. Will allow for additional outreach, programming, development, etc. (i.e. Trenton Local History podcast w/ guests, etc.)

4. New P/T Library Assistant
5. Deniece Johnson made a motion to approve the creation of a P/T Library Assistant and the conversion of a P/T Library Associate to F/T
    a. Lavern Rice seconded the motion
    b. Motion passes 7-0

IX. Announcements

A. The next regularly scheduled Board of Trustees meeting is Thursday, November 14, 2024, beginning at 6:00 pm

X. Executive Session *(if required)*

A. Entered at 6:55pm
B. Exited at 7:21pm

XI. Adjournment

A. Deniece Johnson made a motion to adjourn
B. There were no objections
C. Meeting adjourned at 7:22pm

Prepared and submitted by:

Rick Kavin
TFPL Board of Trustees Recording Secretary