The Trenton Free Public Library Board of Trustees
120 Academy Street, Trenton, NJ 08608
[Meeting held remotely due to continued HVAC issues]
July 10, 2025 at 6:00pm

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

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

City Council Liaison: Councilwoman Jennifer Williams

Library Personnel: Karen O'Malley (Director)

I. Call to Order

A. Elizabeth Yull, Board President, called the meeting to order at 6:08 pm due to some technical difficulties with the remote meeting

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, Deniece Johnson, Robert McGuckin, Lavern Rice, and Rick Kavin
B. Not Present: Patricia Smith and Blanca Ohler

IV. Agenda Approval

A. Deniece Johnson made the motion to approve the July 2025 agenda
B. Lavern Rice seconded the approval of the agenda
C. Motion passes 5-0

V. Approval of Minutes

A. Robert McGuckin made the motion to approve the minutes from the June 2025 Board meeting
B. Deniece Johnson seconded the approval of the minutes
C. Motion passes 4-0-1 with Rick Kavin abstaining due to a previous absence

VI. Open Public Address

A. No members of the public present

VII. Presentations

A. Financial Report *(presented by Ann C. Zawartkay, CPA, CGMA)*
   1. *(see "June 30, 2025 financial reports" from Ann C. Zawartkay, CPA, CGMA)*
   2. First quarter city appropriation was received in April, second was anticipated in May but has not yet been received
   3. Retirement benefit issue persists – accrued expense of $125k recorded as an estimate for unbilled retiree health insurance premiums as of Dec. 31, 2024. No amounts accrued for 2025 retiree benefits to date.

B. Bill List *(presented by Treasurer Lavern Rice)*
   1. *(see "TFPL June 2025 Unpaid Bills Report")*
   2. Approval of Bill List
      a. Lavern asked one question about Chris McCormick, a bill for ~$22,000
         i. Karen clarified that these are two separate bills
         ii. Chris McCormick is a program vendor – bill was $175
         iii. The $21,000 is the line *below* Chris McCormick and was to the City for the previous year's insurance premium
      b. Deniece Johnson made the motion to approve the May bill list
      c. Bobby McGuckin seconded the approval of the bill list
      d. Motion passes 5-0

C. Friends of TFPL *(no Friends present)*
   1. *(none)*

D. Director's Report *(presented by Director Karen O'Malley)*
   1. *(see "Director's Report July 2025")*
   2. TFPL has needed to close early several days and for entire days at a time due to extreme heat and continued HVAC issues
   3. Summer Reading officially began on June 30th
      a. Kickoff event was a big hit with 40 attendees at the Magic Show
      b. Library has been closed, so most programming has been rescheduled
   4. Insurance was renewed, but need to put an official Abuse Prevention Policy in place
      a. Currently in draft form on the website in order to appease insurance company – requires a policy and procedure for official background checks
      b. Policy was distributed to Board
   5. Hiring for part-time positions
   6. Ongoing IT Issues w/ FCC
      a. Difficulties getting a response from the company
      b. Need servicing for laptops and other computers
   7. Children's Department participated in an event with Copeland Elementary School called "Fight Summer Slide" and issues 41 Library Cards
   8. Trentoniana added more than 2,250 artifacts to the master inventory list, including fabric swatches, medicine bottles, and Trenton school stamps

VIII. Old Business / New Business

A. New Policy – Abuse Prevention
   1. Policy was distributed to the Board via email in advance of the meeting
   2. Deniece suggested being specific about the actual process for reporting any abuse so that it is clear in the event that it is necessary
   3. Bobby suggested having an attorney review the final policy
   4. Bobby also suggested HR training for Director for hiring needs (perhaps via NJSL?)
   5. Policy will stay in draft form until reviewed and approved (which is adequate for insurance purposes)

B. Updates
   1. A/C Chiller (new building)
      a. Karen and Rick met with Mayor, Chief of Staff, Public Works Director, Council President, etc.
      b. Randy Baum of BRS offered three industrial AC units from the Ellarslie Museum that could cool the first floor of the Library
      c. Because it is an emergency event (as per City Procurement Agent), can proceed
      d. Temporary fix plan was a temporary chiller, but the TFPL electrical system cannot support that – not an option
      e. Cost of a new chiller quoted at $119k (other estimate was $109k but would take 12-14 weeks)
      f. Board can approve a resolution after the fact due to the emergent circumstances
   2. Ramp
      a. Project was to begin on July 1st but has not
      b. City Department of HHS is finalizing permits

IX. Announcements

A. Lavern made sure to give thanks to Karen (and the staff) for their continued work during these challenging times with no AC
B. The next regularly scheduled Board of Trustees meeting is Thursday, August 14, 2025, beginning at 6:00 pm

X. Executive Session *(if required)*

A. *(none required)*

XI. Adjournment

A. Lavern Rice made a motion to adjourn
B. There were no objections
C. Meeting adjourned at 6:44 pm

Prepared and submitted by:

Rick Kavin
TFPL Board of Trustees Recording Secretary