The Trenton Free Public Library Board of Trustees
120 Academy Street, Trenton, NJ 08608
July 9, 2026 at 6:00pm

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

(**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. Lavern Rice, 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 posting written notice prominently at the Trenton Public Library main entrance, on the Library website under "Legal Notices" and on the *Trentonian* website.

III. **Roll Call for Quorum**
   A. Present: Lavern Rice, Patricia Smith, Elizabeth Yull, Robert McGuckin, Brittany Littlejohn *(arrived late)*, and Rick Kavin
   B. Not Present: Blanca Ohler

IV. **Agenda Approval**
   A. Director Karen O'Malley requested the removal of the scheduled Executive Session from the agenda
   B. Elizabeth Yull made the motion to approve the July 2026 agenda as edited
   C. Robert McGuckin seconded the approval of the agenda
   D. Motion passes 5-0 *(Brittany Littlejohn had not yet arrived so did not cast a vote)*

V. **Approval of Minutes**
   A. Rick Kavin corrected the date of the Unpaid Bills Report from April to May 2026
   B. Patricia Smith made the motion to approve the minutes from the June 2026 Board meeting
   C. Elizabeth Yull seconded the approval of the minutes
   D. Motion passes 4-0-1 with Robert McGuckin abstaining due to a previous absence *(Brittany Littlejohn had not yet arrived so did not cast a vote)*

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, 2026 financial reports" from Ann C. Zawartkay)*
2. Retirement benefit issue persists. No amounts accrued as of December 31, 2024 and 2025. This marks **two years** of unaccrued retirement benefits for a total of $250k. No accrual made for 2026, as Anne advised that the accruals would be made at the close of the year if no bills came.
3. State aid is traditionally received in the fall and thus is under budget for the year-to-date
4. First quarterly City appropriation is historically received in February but was received in April. Second installment typically received in May but has been received to date
5. Portfolio - Ann assured the Board of the feasibility of investing $5M in the portfolio and that there was plenty of cushion even without the city appropriation. Setting up the timing of the accounts so that one matures every 12-18 months. Lavern also met with the bank to discuss financing options for TFPL for investment terms and presented the options with Ann. Can also take 10-15% from each account without penalty if needed.
6. Councilwoman Williams inquired about both the receipt of the City's quarterly appropriations (which typically arrive one to two months delayed) and how donations to the Library are tracked and documented
7. Interest income is over budget due to negotiated rate increases with PNC Bank, and legal fees are over budget due to an ongoing employment matter
8. Personnel expenses, facilities and utility expenses, Library materials and programming expenses, technology expenses are all under budget *(Budget transfer was approved to move $20k from facilities to the legal expense line at the June 2026 meeting)*
9. Net operating income was a deficit of ~$41k compared to break-even budget for the year. This will even out once the City appropriation is received

B. Bill List *(presented by Treasurer Elizabeth Yull)*

1. *(see "TFPL July 2026 Unpaid Bills Report")*
2. Approval of Bill List
   a. PSE&G bill roughly ~12k
   b. Large bills:
      i. City of Trenton: ~$21k *(repayment)*
      ii. News Bank, Inc.: ~12k *(annual subscription renewal)*
   c. Robert McGuckin made the motion to approve the June 2026 bill list
   d. Patricia Smith seconded the approval of the bill list
   e. Motion passes 5-0

C. Friends of TFPL *(presented by Friends President Pat Tumulty)*
    1. Pat Tumulty was not present at this meeting

D. Director's Report *(presented by Director Karen O'Malley)*
    1. **"Black Joy Lounge: From History to Expression" – special Juneteenth event**
        a. Wednesday, June 17th
        b. Successful event – well-attended and well-reviewed
    2. **Summer Reading Kickoff**
        a. Monday, June 29th (all day)
        b. Very successful event
        c. Five adult participants so far
        d. 50 youth signups so far
        e. Four summer camps visiting weekly
    3. Ongoing Needs:
        a. Need a list of retirees from the Library to reimburse City for health premiums
        b. Assistance from Councilwoman Williams with the Stacks fire code issue
    4. Personnel Updates:
        a. P/T Librarian for Reference hired to replace Cal
            i. Started July 6th
            ii. Training is underway
        b. New intern candidates selected and hired
            i. 20 applicants – interviewed five and hired three new interns
            ii. Started on July 1st
            iii. Two of the interns are assisting Janice with social media tasks
            iv. Staff member request for Tuition Reimbursement Program
        c. Request for P/T Children's Librarian or Library Associate *(see Resolution 2026-13 below)*
        d. Director has been meeting regarding increased fundraising for the Library
        e. One staff request for tuition reimbursement has been submitted
    5. Department Updates:
        a. Adult Services
            i. Genre labels ordered for adult fiction books for easier identification. B&T previously affixed them but Ingram does not
        b. Youth Services
            i. Piloting a new shelving concept in Children's called "dynamic shelving" as a way to boost circulation of the collection. "Book store style" with turned books to increase engagement and to catch the eye of the young patrons
            ii. Free lunch program available throughout the summer in Children's Department

6. Trentoniana:
    a. Total Research Time: 50 hours
    b. Total Visitors: 60 *(twice that of the previous month)*
    c. In-person research: 27 visitors/groups made research requests
    d. Remote requests: 40 remote requests/inquires were made and addressed *(33% increase from previous month)*
7. **Ramp Project** is progressing – railing bars installed already
    a. Gate has been repaired and reinstalled by Aliano Bros.

VIII. Old Business / New Business

A. Financial Investment Decisions
    1. Renewal of Current Account ***(Resolution 2026-10)***
        a. PNC investment account renewal
        b. Three-year term or five-year term?
        c. Based on budget and market conditions, best option for TFPL is a three-year term to mature in 2029
        d. Rick Kavin made the motion to authorize the renewal of the PNC investment for roughly $382k account for a term of three years at the prevailing rate offered by PNC Bank, to authorize Board President Lavern Rice or Treasurer Elizabeth Yull to execute any and all documents necessary to effectuate this renewal on behalf of TFPL, and to enter Resolution 2026-10 into the minutes of the Board and forward it to the financial institution as evidence of the Board's authorization
            i. Brittany Littlejohn seconded the motion
            ii. Motion passes 6-0
    2. New Investment ***(Resolution 2026-11)***
        a. Robert McGuckin made the motion to open a new investment portfolio in the initial amount of $500k to be budgeted from the PNC money market account, to authorize Board President Lavern Rice or Treasurer Elizabeth Yull to execute any and all documents necessary to effectuate this renewal on behalf of TFPL, to designate Board President Lavern Rice and Board Treasurer Elizabeth Yull as signatories on the account, and to enter Resolution 2026-11 into the minutes of the Board and forward it to the financial institution as evidence of the Board's authorization
            i. Patricia Smith seconded the motion
            ii. Motion passes 6-0

B. Envisionware Upgrade to Wireless Printing ***(Resolution 2026-12)***
    1. Director Karen O'Malley recommended the purchase of Envisionware wireless printing software
    2. Envisionware is the software that controls the Library's printing network
    3. This will ease burden on both patrons and staff, and remove a third-party credit card need - patrons will be able to make all charges with their own cards/Apple Pay/etc.

4. Estimated one-time installation cost of $900 plus estimated annual maintenance/subscription fee of $1,495 to be paid from the software line item of the 2026 TFPL budget
5. Elizabeth Yull made the motion to approve the purchase of Envisionware CloudNine printing software in an amount not to exceed $2,395, to authorize TFPL Director Karen O'Malley to execute any and all purchase orders, contracts, and/or license agreements necessary to complete this purchase and installation, and to enter Resolution 2026-12 into the minutes of the Board and forward it to the financial institution as evidence of the Board's authorization
    a. Patricia Smith seconded the motion
    b. Motion passes 6-0

C. New P/T Children's Librarian ***(Resolution 2026-13)***
1. There is a need in the Children's Department for a part-time Librarian, scheduled at ~19 hours per week (ideally two nights per week plus Saturdays)
2. Children's staff is much smaller than Adult staff, and especially due to the level of outreach, there is a need for an additional staff member
3. The position carries a rate of pay of $33.88 per hour within the range established by TFPL's approved salary schedule/budget for FY25, to be paid from the Salaries line item of TFPL's Personnel budget
4. Patricia Smith made the motion to approve the hiring of a part-time Librarian in the Children's Department, to authorize TFPL Director Karen O'Malley to take all steps necessary to complete the hiring process including any required background checks and onboarding, and to enter Resolution 2026-13 into the minutes of the Board and forward it to the financial institution as evidence of the Board's authorization
    a. Elizabeth Yull seconded the motion
    b. Motion passes 6-0

D. Discussion: Remove "Retiree Benefits" Line from Library Budget
1. Option to request Resolution from Council to grant the Library permission to remove the line after a certain period of time?
2. Shift from Retiree Benefits to Capital
3. Board can attend Council meeting to propose Resolution and explain the need

IX. Announcements

A. The next regularly scheduled Board of Trustees meeting is Thursday, August 13, 2026, beginning at 6:00 pm
B. Councilwoman Williams requested further information on the needs of the Library

X. Executive Session re: Legal Matter

A. None required

XI. Adjournment

A. Elizabeth Yull made a motion to adjourn
B. There were no objections
C. Meeting adjourned at 6:38 pm

Prepared and submitted by:

Rick Kavin
TFPL Board of Trustees Recording Secretary