The Trenton Free Public Library Board of Trustees
120 Academy Street, Trenton, NJ 08608
September 10, 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 *(not present)*

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, Robert McGuckin, Brittany Littlejohn, Elizabeth Yull, and Rick Kavin
   B. Not Present: Patricia Smith and Blanca Ohler

IV. **Agenda Approval**
   A. Board President Lavern Rice added discussion of a potential Resolution regarding health insurance premiums to the agenda
   B. Elizabeth Yull made the motion to approve the September 2026 agenda with the noted addition
   C. Brittany Littlejohn seconded the approval of the agenda
   D. Motion passes 5-0

V. **Approval of Minutes**
   A. Elizabeth Yull made the motion to approve the minutes from the August 2026 Board meeting
   B. Brittany Littlejohn seconded the approval of the minutes
   C. Motion passes 4-0-1 with Robert McGuckin abstaining due to a previous absence

VI. Open Public Address

A. One member of the public present
B. *(no public comment)*

VII. Presentations

A. Financial Report *(presented by Ann C. Zawartkay, CPA, CGMA)*
    1. *(see "August 31, 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. Second quarterly appropriation from City of Trenton received. The third installment is historically paid in August but has not yet been received. Installments are higher than normal and slightly later than usual, so may only receive three this year?
    5. Interest income is over budget due to negotiated rate increases with PNC Bank
    6. Personnel expenses, facilities and utility expenses, and Library materials and programming expenses are all under budget. Facilities expenses such as high PSE&G costs offset by lack of maintenance/repairs that had been budgeted in case of need. Most expenses are "catching up" to the budgeted amount as the year progresses
    7. Net operating income was a surplus of ~$202k compared to break-even budget for the year
B. Bill List *(presented by Treasurer Elizabeth Yull)*
    1. *(see "TFPL September 2026 Unpaid Bills Report")*
    2. Approval of Bill List
        a. PSE&G bill roughly $12k *(roughly the same as June and July)*
        b. Large bills:
            i. City of Trenton: ~$21k *(repayment)*
        c. Robert McGuckin made the motion to approve the September 2026 bill list
        d. Rick Kavin 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 noted that the Friends will be hosting a recruitment and revitalization meeting at TFPL on Monday, September 21st at 6pm. Pat is targeting past patrons and participants for recruitment and encouraged the Board to spread the word
D. Director's Report *(presented by Director Karen O'Malley)*
    1. **Library Card Sign-Up Month** is underway, with a focus on enrolling those who work in Trenton, including City agencies such as TPD, TFD, TPS, etc.
        a. October 14th - District training for TPS with all staff on hand, which is a good opportunity for sign-ups

2. **New Security Officers** started the first week of September – training document created. Reviews from staff are positive
3. Board resolution created to submit to Council regarding **Health Insurance Premiums**
4. Director is answering interview questions for a **TDA feature on the Library and the Trentoniana Collection** - may be out as early as tonight (9/10)
5. Purchasing **new uniforms** for staff who do outreach and opened up to other staff who want additional TFPL attire for work
6. No change in budget for next calendar year from City
7. Scheduled Library Closures:
    a. September 25 – staff training (incl. CPR and first aid)
8. Director and Youth Services Department Head Eboni Love met with various state, county, and local officials regarding long-term plans and a "backward plan" from the year 2032 - recommended to hire a firm to examine the actual spatial and facility needs for TFPL moving forward
9. Ongoing Needs:
    a. Need a list of retirees from the Library to reimburse City for health premiums – Rick is working on a Resolution for Council
10. Personnel Updates:
    a. Open Positions:
        i. P/T Children's Librarian or Library Associate *(to be posted)*
        ii. Librarian I *(on hold)*
11. Department Updates:
    a. Adult Services
        i. Wireless printing installation continuing
    b. Youth Services
        i. Touch-a-Truck event planned for October 2nd
        ii. New caregiver computer station will be set up in the Children's area so parents can use a computer while their children enjoy the room
    c. Trentoniana:
        i. "A key highlight was a visit from Charlie Webster, who spent nearly 15 hours researching his upcoming book over the course of a week. Mr. Webster served as the Trentoniana Head from 1989 until 1999, when he left to pursue a career in journalism. Notably, during his tenure, the entire Trentoniana collection fit inside what is now the computer lab, a testament to how substantially the department has expanded since."
            - Elizabeth Yull added that in his book, Mr. Webster thanked many Trentoniana and TFPL staff by name
        ii. Robert will be delivering a lecture at the NJ State Museum on Sept. 15th at 12pm to highlight TFPL and its local history holdings
        iii. Total Research Time: 87.4 hours
        iv. Total Visitors: 63

v. 14 visitors/groups browsed the collection
vi. 39 visitors/groups made in-person research requests
vii. 54 remote requests/inquires were made and addressed

12. **Ramp Project** is progressing, though not without incident
    a. Project to be completed in two weeks' time
    b. Rainwater pipe still pending until Telly can access it

VIII. Old Business / New Business

A. Resolution re: Health Insurance Premiums
    1. Discussion of two draft Resolutions to go before Trenton City Council
    2. Director and Board Secretary will rework a single draft and present to Councilwoman Williams

IX. Announcements

A. September is Library Card Sign-Up Month!
B. Elizabeth Yull requested that the Board collect and bring in toilet paper and paper towel rolls for the Children's Room
C. Robert McGuckin praised the Library's presence at the TPS Back to School Extravaganza
D. The next regularly scheduled Board of Trustees meeting is Thursday, October 8, 2026, beginning at 6:00 pm

X. Executive Session *(if needed)*

A. *(none required)*

XI. Adjournment

A. Elizabeth Yull made a motion to adjourn
B. There were no objections
C. Meeting adjourned at 6:34 pm

Prepared and submitted by:

Rick Kavin
TFPL Board of Trustees Recording Secretary