The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
October 8, 2015 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Lavern Rice, Deniece Johnson-Jackson and Janet Nicodemus

Staff Present: Patricia Hall, Operational Manager and Shanna Leggett, Admin. Secretary

1. **Call to Order**- Crystal Smith called the meeting to order at 6:05 pm.
2. **Announcement of compliance with the Open Public Meetings Law**- Patricia Hall, Operational Manager
3. **Roll call for Quorum**- Crystal Smith, Elizabeth Yull, Patricia Smith, Lavern Rice, Deniece Johnson - Jackson and Janet Nicodemus
4. **Agenda Approval**- Lavern Rice moved and Elizabeth Yull seconded the approval of Agenda.
5. **Approval of Minutes of the September 10, 2015 Board Meeting** – Pat Smith moved and Crystal Smith seconded the approval of Board Minutes
6. **Open for Public Address**- Public not present
7. **Friends Report**- The Friends monthly meeting was in the Community Room ideas about fundraising was discussed
8. **Financial Report** – Ann Zawartkay, CPA, presented the financials for the end of the fiscal year wrap up, discussion ensued. Recommendation is to include ERATE into Budget. Check budget on a quarterly basis. A resolution to amend budget for adjustments if under budget. Any excess funds should be moved to investments as per CPA recommendation. Patricia Smith moved and Elizabeth Yull seconded the approval of the end of the FY 2015 Financials.
9. **Bill List** – Crystal Smith moved and Elizabeth Yull seconded the approval of the September Bill List.
10. **Administrative Report:**
    - Sarah Powell Children’s Librarian has introduced new programming that will take place every day of the week at the TFPL.
    - Presented calendar of events now appears on TFPL’s Website.

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Old Business:

- Library Consultant - Elizabeth Yull moved and Deniece Johnson- Jackson seconded the motion to discontinue services by Kimberly Matthews Library Consulting Company.
- Outpost – Working with PIK Inc. to remove Outpost from YMCA. The Board is looking for new location for the Outpost.
- Children’s Room – Waiting on permits to move forward with the project.

11. New Business

- Audit - FY 2014 – Mercadien has conducted the FY 2014 - 2015 audit and TFPL is waiting on results and final presentation.
- Per Capita - Voucher received and signed
- Team Member of the Month - TFPL has started an incentive program to award staff for good customer service

Personnel Change

- Connie Bald has been re- hired as a PT Page-9/14/2015
- Chelsea Franco Martin has been hired as a PT Page-9/28/2015

Executive Session

- 7:03 pm discussion ensued

12. Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, November 12, 2015 @ 6:00 pm

13. Adjournment: The Library Trustees adjourned at 7:38 pm

Respectfully Submitted,
Shanna Leggett
Recorder