The Trenton Public Library
Minutes
Meeting of the Board of Trustees
Thursday, June 12, 2014 5:30 p.m.
Main Branch 120 Academy St., Trenton, New Jersey 08608

Trustees Present: Crystal Smith, Lavern Rice, Patricia Smith, Elizabeth Yull

Staff Attending: Kimberly Matthews, Library Director, Shanna Leggett, Administrative Secretary

Friends of TFPL: None Present

1. Call to Order – Crystal Smith called the meeting to order at 6:05 PM

2. Announcement of Compliance with the Open Public Meeting Law – Director Kimberly Matthews announced that the meeting of the Trenton Free Public Library Board of Trustees was being held in compliance with the New Jersey Open Public Meetings Law.

3. Roll Call for Quorum – Director Kimberly Matthews proceeded with roll call.

4. Approval of the Agenda – Elizabeth Yull moved and Patricia Smith seconded approval of the agenda.

5. Approval of the Minutes of the Meeting of May 8, 2014 – Elizabeth Yull moved Crystal Smith approval of the minutes from the May 8, 2014 meeting. Lavern Rice abstained

6. Public Address – There was no address from the public.

   - 300,000 City FY 2014 Budget Appropriation received
   - TFPL will operate into the FY15 on the same budget numbers as FY14 until more information is received from the new City Administration on priorities and appropriation.

8. Bill List – Director Matthews explained EBSCO is paid in the fall therefore it was removed from this month’s bill list. Business Week was removed from Bill List it is paid through EBSCO subscription. Trenton PD bill was lower on June Bill List because of a credit on the most recent Invoice Statement received from the TPD billing office. Elizabeth Yull approved and Patricia Smith seconded approval of Bill List with the above detail of alterations
9. The Friends of TFPL – Discussion moved to Executive Session

10. Administrative Report -

- June Personnel changes
  o Ashley Taylor, Part-Time Page resigned from TFPL as of June 12, 2014
  o Jasmine Lee, Part-Time Page was not retained after working test period as of June 24, 2014
  o Patrick Jackson, Part-Time Library Page, has been hired, his start date was June 2, 2014
  o Jasmin Chambers, Part-Time Library Page, has been hired, her start date was June 4, 2014
  o Daiqueisha Smith, Part-Time Library Page, has been hired, her start date was June 9, 2014
- Director Matthews explained that C&M Security walked of the job of installing new security cameras. EPIC Security Company was hired to finish the security installation in the absence of C&M Security. Additional discussion will be continued in executive session due to the potential for pending litigation.
- Director Matthews introduced LYNDA.com. This is an Online Adult Learning tool that will be offered to the patrons of TFPL. LYNDA.com offers online tutorial for Excel, Google, Microsoft, ETC.

11. Old Business-

- **Vote Resolution for DELL Equipment**: Director, Matthews invited Board to look at the Resolution presented by the City of Trenton to purchase Dell equipment for new computer lab. Elizabeth Yull moved Crystal Smith seconded approval of the Resolution. Signed by Board Chair

- **Vote MOU of Friends+ $4000 donation**: After a brief discussion, the Board decided not to form a relationship with individuals currently in possession of the “Friends of the Trenton Public Library” 501(c)3 documents and the bank account containing funds raised by a previous iteration of the group. Additional discussion was moved to the Executive Session

12. New Business-

- The Board approved by vote the transfer of funds from the Wells Fargo Account and closure of same - Elizabeth Yull moved and Patricia Smith seconded approval of transfer & closure
- The Board agreed that it has become necessary to switch banking institutions for our operating, reserve, and trust accounts. A bank is
needed that will meet TFPL daily operation needs. The Board directed the administration to meet with potential Banks.

13. Policy Review-
- Vote Internet Guess Policy – Lavern Rice moved and Crystal Smith seconded approval of internet guess policy.
- Next- Circulation Policy- Vote August 2014 – Board will review policy and vote in August 2014 meeting.

14. Trustee Enrichment -
- Urban Libraries Council’s Open Letter to FCC – presented to the Board for review.
- Trustee Conference Institute – September 13, 2014 – presented to the Board for attendance
- NJSL Innovation Grant- July 11, 2014 (Trustee Assistance) – TFPL is asking for Board Assistance in obtaining Innovation Grant letters of support from community organizations.
- Open House June 21, 2014 to raise funds for the Children’s Room- The Trustees were asked to support the effort through attendance and promotion of the event.
- Trustee assistance needed to assist the Library Administration in finding accommodations for Mural Artist Nichole Blackburn’s stay July 7-27

15. Announcements –

16. Executive Session – 7:25 PM

17. Adjournment - meeting adjourned at 7:51 PM

Respectfully submitted,
Shanna Leggett, Recorder