The Trenton Public Library
Minutes
Meeting of the Board of Trustees
Thursday, February 20, 2014 5:30 p.m.
Main Branch 120 Academy St., Trenton, New Jersey 08608

Trustees Present: Crystal Smith, Patricia Smith, Annette Hayes, Kathy Smallwood-Johnson (Representing the Superintendent of Schools)

Staff Attending: Kimberly Matthews, Library Director, Patricia Hall, Administrative Asst.

1. **Call to Order** – Crystal Smith called the meeting to order at 6:07 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** – Director Kimberly Matthews proceeded with roll call.

4. **Approval of the Agenda** – Crystal Smith moved and Patricia Smith approved the agenda. Kathy Smallwood-Johnson abstained.

5. **Approval of the Minutes of the Meeting of November 21, 2013** – Patricia Smith moved and Crystal Smith approved the minutes from the January 9, 2014 meeting.

6. **Public Address** – We had two patrons of the library address the board regarding, services, facility and policy. They declined to give their names. Discussion ensued and the Board attempted to answer their various inquires concerning public information.

7. **Auditor’s Report** – Jill Ann Murphy from Mercadien Asset Management presented the results of the fiscal year 2013 Audit. The Library received an unmodified opinion with no findings.

8. **Financial Report** – As per the decision of the Board at the January 2014 meeting, the Library has cease using the Linowitz Accounting firm. As per the Board’s instructions at the January 2014 meeting, Director Matthews with the assistance of Patricia Hall, Administrative Assistant, the Mercadian Auditing firm, and the final approval of Crystal Smith, Board Chair, has selected the financial management firm Real Possibilities with CEO, Rose Marie Fisher. Three firms bid the job and it was determined that Real Possibilities offered the services most
relevant to the Library’s need as determined by the Board at the January 2014 meeting.

The financials were presented from the new Bookkeeper. The financials, as per the request of the Board, have been simplified and made more understandable to the ‘lay’ Board member allowing for a better understanding by ALL members as to the financial situation of the Library. For the first meeting, to ensure the Board approved the new style reports, the bookkeeper also provided the same reports in the style the Board received previously. The new style of reports was approved and will be the only reports presented at future meetings. As per the months reports, the Library is in good standing.

9. **Bill List** – Patricia Smith moved and Crystal Smith seconded the approval of the Bill List.

10. **Friends of Trenton Free Public Library** – There were no Friends members present.

11. **Administrative Report** - Director Matthews reported on the following

- Director Matthews reviewed the Personnel changes
  - Personnel Changes
    - Carlyn Hudson, Librarian 1 (Innovative catalyst), Start date January 2, 2014
    - Corrie Peterson, Librarian 1 (Children’s), start date January 2, 2014
  - Facilities Update
    - New Circulation desk installed and various other components related to the ECommerce will be completed and installed March 25th.
    - The Library is now working with the Pathstone organization. The program is designed to reintroduce seniors into the workforce. These individuals are paid by Pathstone and trained by the Library. We will utilize them in the monitoring of the new Reading Room.

12. **Old Business** - There was no old business discussed.

13. **New Business**

- Meeting Room Policy – Crystal Smith moved and Annette Hayes seconded the approval of the New Meeting Room Policy.

14. **Library Development**

- Director Matthews presented various 21st century library service models to the Board. As the Board had approved the inclusion of “Library Outposts” into our organizational model, the Director presented a variety of options
for creating such Outposts. The economical and functional Public Information Kiosk (PIK) “Lending Library, Lockers, & Drop Box Solution” was particularly popular. The Board continues to embrace the addition of Outpost locations throughout the community. The Director will create a service model based on the addition of 3-4 Outpost throughout the community.

- Gale Online Career High School program was discussed. This program is designed for those who did not receive a high school diploma and allows them to, as an adult, receive a certified diploma online. Due to the high cost of the program, sponsorships and grants would be required for funding. The program would utilize the new Computer Lab that is expected to open in the former server room by this summer. Funding options will be explored and the program will be revisited at a later date.

15. Adjournment-The meeting was adjourned at 7:28 PM

16. Executive Session-There was no Executive Session

Respectfully submitted,
Patricia Hall, Recorder