The Trenton Public Library
Minutes
Meeting of the Board of Trustees
Thursday, January 9, 2014 5:30 p.m.
Main Branch 120 Academy St., Trenton, New Jersey 08608

Trustees Present: Crystal Smith, Patricia Smith, Lucy Feria, Laverne Rice, Virginia Dietrich

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

Friends of TFPL: Edith Beckett

1. Call to Order – Crystal Smith called the meeting to order at 5:57 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 – Lavern Rice moved and Crystal Smith approved the agenda.

5. Approval of the Minutes of the Meeting of November 21, 2013 – Lavern Rice moved and Crystal Smith approved the minutes from the November 2013 meeting.

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


8. Bill List – Director Matthews explained he Bill List was a little larger usual since the last meeting of the Board was November. The Director also cited the initial payment to Telly Brown, Head of Maintenance, for reimbursement for his certification for Building Maintenance, which covers Plumbing, Electric, and Carpentry. Following a brief discussion of the current list the Lavern Rice moved and Lucy Feria seconded the approval of the Bill List.

**Patricia Smith arrived and Virginia Dietrich left the quorum**
9. The Friends of TFPL – Edith Beckett, President of the Friends of TFPL, was present. The Friends of the TFPL would be meeting the immediate Saturday following the Board meeting. After her having read over the Friend’s bylaws she felt the actual role of the organization was very narrowly defined as fund-raising and at the meeting the definition would be discussed. Her wishes were to determine whether or not the remaining members were comfortable with the current definition. Their concerns would be addressed at the Saturday meeting. Crystal Smith will also be attending the meeting.

10. Administrative Report - Director Matthews reported on the following

- Director Matthews reviewed the Personnel changes
  - Deidre Garcia, Librarian, resigned as our Innovative Catalyst as well as Allison Tune, Intern, who was working with Wendy in Trentoniana. The new Librarians hired as of January 2, 2014 as well as Tonya Tift, the new Circulation Dept. Reengineering Project Leader were present to meet the Board Members.
- Library Development will permanently added to the Agenda
- The Pew Report - A summary was given about this report which was released in 2013. It is a Study that was written by the Bill and Melinda Gates Foundation about Libraries in the digital age.
- The Wrecking Ball, the Historical Society’s annual fundraiser was held here in our new Reading Room. It was greatly attended and we received fabulous reviews in regards to the room.
- The exterior of the building was cleaned and showed the Board members pictures of the before and after. The old caulk was removed and resealed the area to prevent any more water damage. The Pinacchi Bros did the job. We had planned to do the job in stages over the next 3 fiscal years however when they started they made the independent decision to complete the entire job without approval. The library, through our representative Telly Brown, has agreed to pay for the entire job but not until the fiscal year in which we had planned to have the work done. They have agreed to wait for their payment. They made their decision to complete the project due to the difficulty in trying to determine where to stop, initial miscommunication amongst their own staff on which sections we “approved” and they were concerned about further water damage and they also had all the equipment already on site. They have stated that they understand they will not be paid in full until subsequent Fiscal Years.
- The Server Room was moved to room that was used as the Friend’s Room. The old Server room had the most water damage. It has been repaired and we expect to use it a new Computer Class Room. We are looking into Grants to make that happen.
- As previously approved, The Circulation Area is expected to be revamped very shortly. The Ecommerce Package and new circulation desk will be installed shortly. Due to the Library always trying to do things economically, a new circulation desk that would have costs us $50,000 or
more only cost us $16,000 by a custom cabinet maker. The counter top will be made of granite and everything should be installed by mid February. Electrical and CAT6 will be run throughout by a certified electrician.

- 2014 Reports-In the coming year we will be presenting new statistical and narrative reports to the Board. Narratives will be given from all professionals in regards to all departments to keep the Board updated as to what is going on. Carlyn Hudson, Librarian, will begin to present monthly statistical reporting. In July of 2015 you will get your first Annual Report from the Library.
- Cornell Cares Volunteer Saturday-On January 25th 25 professionals will be in the Trentoniana room.

11. Old Business-
- The Friends were listed on the agenda in this section as per the Board not knowing if they would be in attendance at this meeting. This topic has already been discussed under the Friends of TFPL section. Crystal Smith summarized the discussion by explaining the Friends will meet and will get an answer as to whether they will move forward with fundraising as appropriate.

12. New Business-
- Goals for 2014 were discussed
  - A Community Outpost-Crystal Smith briefed the board on this topic. It would consist of Volunteers and be implemented in places such as Senior Citizen Centers. The dates and times would be publicized for the community. This will increase circulation.
  - A Cultural Festival-Crystal Smith discussed this idea where the Library would like to get the Community involved and be able to highlight various activities along with corresponding Library materials. Director Matthews expressed the hope of being able to block off this portion of Academy Street and having food vendors, etc.

12. Executive Session-There was a Resolution to move into Executive Session at 7:18 PM. After coming out of Executive Session at 7:27 Lavern Rice moved and Patricia Smith seconded the removal of Linowitz and Company as the Library’s Accounting Firm. Crystal Smith moved and Patricia Smith seconded replacing an Accounting Firm with a recommended Book Keeper as soon as possible. The Board will defer to Crystal Smith and Director Matthews to handle this matter.

13. Adjournment-The meeting was adjourned at 7:28 PM
Respectfully submitted,
Patricia Hall, Recorder