The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
December 10, 2015 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Denise Johnson Jackson
Lavern Rice 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,
Janet Nicodemus, Denise Johnson Jackson

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

5. Approval of Minutes of the November 12, 2015 Board Meeting – Patricia Smith
moved and Elizabeth Yull seconded the approval of the November minutes

6. Open for Public Address- Public not present

7. Friends Report- No Friends present. Board President Crystal Smith had a meeting
with Friends President Patricia Tumulty discussion ensued about MOU. The Board
expressed concerns about the Friends not meeting specifications of MOU.

8. Financial Report – Ann Zawartkay, CPA, presented the financials information
discussion ensued.

9. Bill List – Elizabeth Yull moved Denise Johnson-Jackson seconded the approval of
the November Bill List.

10. Administrative Report: Patricia Hall reported on the following:
    - Patron, Aza Williams of Make the Connection Take 5, rewarded the Library
      staff with lunch for their hard work and assistance. She arranged to have pizza
delivered for the morning and evening shifts.
    - Trentoniana Department is preparing for their Patriots Week debut scheduled
      for December 29th and 30th. Sarah Powell, our Youth Services Librarian, has
      also planned some movies for the children to enjoy regarding Revolutionary
      themes.

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- Food for Fines is going very well. We project we will be able to donate at least 2 very large donations to each of the three Food Pantries, UPI, Mercer Street Friends and Men for H.O.P.E.
- Patricia Hall and Sarah Powell appeared on WIMG, the local radio station, to promote various Library initiatives.
- The Board agreed to have a Staff Day on April 1, 2016 where the Library will be closed to the public that day.

Old Business:

- Director Search- Liz Yull moved and Lavern Rice seconded the decision to retain Library Development Solutions as TFPL’s consulting firm to conduct the Director search.
- Children’s Room – GreyHawk project manager have been retained.
- Outpost – Maintenance Supervisor Telly Brown along with his staff are in the process of moving Outpost from on location of the YMCA to a new location provided by the YMCA.
- Career Online H.S – Another individual has completed the Per Requisite and had been approved for program she has been made aware of all aspects of the program and is very interested in pursuing as it is a personal goal of the individual. Administration met with Isles anticipating there assistance with any of our future graduates that wish to receive their GED. MCCC is also ready to assist in any way they can.
- IT Services – Megan Septak our Technical Service Librarian has been able to fill in and assist in the absence of a contracted vendor for the City.
- Cleaning Services - Tabled

New Business

- Mission Statement –The Board discussed changing the Library’s mission statement and will vote for a new one at the January meeting.
- Naming of Rooms - Discussion ensued about naming rooms in the Library after the five branches that were closed; N. Trenton which closed in 1990, Briggs, Cadwalader, E. Trenton, and Skelton branches that closed in 2010 as they were a huge portion of Library History.
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**Personnel Change**

- Melanie Carroll has been hired as the Library Associate effective Monday, December 28, 2015.
- Rochelle Stern has been hired as the Community Outreach Librarian and will begin January 18, 2016.

**Announcement**

- Christmas and New Year’s Holiday - the Library will be closed December 24 - 25, 2015 and December 31 – January 1, 2016 for the Holiday’s.

**Date of Next Meeting:** The next scheduled Board of Trustees meetings is Thursday, January 14, 2016 @ 6:00 pm

**Adjournment:** The December meeting adjourned at 7:48 pm

Respectfully Submitted,
Shanna Leggett
Recorder