The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
January 14, 2016 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Deniece Johnson Jackson and Lavern Rice
Staff Present: Patricia Hall, Operational Manager and Shanna Leggett, Admin. Secretary

1. Call to Order- Crystal Smith called the meeting to order at 6:03 pm.
2. Announcement of compliance with the Open Public Meetings Law- Patricia Hall, Operational Manager
3. Roll call for Quorum- Crystal Smith, Elizabeth Yull, Lavern Rice, and Deniece Johnson Jackson.
4. Agenda Approval- Elizabeth Yull moved and Deniece Johnson Jackson seconded the approval of Agenda.
5. Approval of Minutes of the December 10, 2015 Board Meeting – Elizabeth Yull moved and Lavern Rice seconded the approval of the November minutes
6. Open for Public Address- Public not present
7. Friends Report- Friends President, Patricia Tumulty, gave update of the Friends recent activities. A Book sale was held here at the Trenton Free Public Library in December.
8. Mercadien – JillAnn Murphy of Mercadien presented the Audit 2015 results and there were no findings. A discussion ensued. Lavern Rice moved and Deniece Johnson Jackson seconded the approval of the 2015 Audit.
   - Ann Zawartkay, CPA, presented the financials information discussion ensued.
   - Board made verbal resolution to add proposed items to GL for budget purposes. Lavern Rice moved and Deniece Johnson Jackson seconded the approval of adding additional GL lines.
10. Bill List – Elizabeth Yull moved Deniece Johnson Jackson seconded the approval of the December Bill List.
11. Administrative Report: Patricia Hall reported on the following:
   - Trentoniana Department – Patriots Week debut scheduled for December 29th and 30th was a success. Patrons came in to visit our Trentoniana collection and also viewed several displays our Archivist, Laura Poll, put together.
The Library hosted a class visit from the Joyce Kilmer Middle School. Youth Services Librarian, Sarah Powell, and Archivist, Laura Poll provided tours and services for approximately 70 students. Board member, Elizabeth Yull also volunteered to help. The class worked on a project pertaining to Cadwalader Park. Some students were also able to use the computers in the Computer Lab.

12. Personnel Changes – No personnel changes to report.

13. Old Business:
   - Director Search - Library Development Solutions is currently reviewing the applications for the Director position.
   - IT Services – The Board was updated on the new IT services provided by FCC. Their contract was awarded by City Council and their services formally started the first of this year.
   - Cleaning Services – Tabled
   - Mission Statement – Tabled
   - Fundraising - Tabled
   - Guest Pass Policy – Proposing to take away limit of (4) four guest passes per year. Elizabeth Yull moved and Lavern Rice seconded the removal of a limit on Guest Passes for patrons.

14. New Business
   - No new business discussed.

15. Announcement
   - There were no announcements

16. Executive Session – Entered in at 7:15

17. Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, February 11, 2016 @ 6:00 pm

18. Adjournment: The January meeting adjourned at 7:45pm

Respectfully Submitted,
Shanna Leggett
Recorder