The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
June 9, 2016 at 6:00 pm

Trustees Present: Crystal Smith, Deniece Johnson Jackson, Lavern Rice, Patricia Smith and Elizabeth Yull

Staff Present: Patricia Hall, Operational Manager and Shanna Leggett, Admin. Secretary

- Call to Order- Crystal Smith called the meeting to order at 6:05 pm.
- Announcement of compliance with the Open Public Meetings Law- Patricia Hall, Operational Manager
- Roll call for Quorum- Patricia Hall, Operational Manager conducted Roll Call
- Agenda Approval- Elizabeth Yull moved and Lavern Rice seconded the approval of Agenda.
- Approval of Minutes of the May 12, 2016 Board Meeting – Elizabeth Yull moved and Deniece Johnson Jackson seconded the approval of the May 2016 minutes.
- Open for Public Address- Jason Rogers, VP of Local 2886 addressed the Board in regards to upcoming Union Deliberations for the Library. Deliberations will begin in the Fall of 2016. Mr. Rogers is also a founding member of Fathers and Men, a local non-profit organization and extended an invitation to TFPL for their August 27th Book Bad Give-Away event. Patricia Hall accepted the invitation on behalf of the Library and Library Staff will be present to issue Library Cards to Trenton youth.
- Friends Report- The Friends of TFPL were not present
- Financial Report –
  - The Board reviewed the financial information presented by Ann Zawartskay, (Accountant), discussion ensued.
- Bill List – Patricia Smith moved and Elizabeth Smith seconded the approval of the April Bill List.

- Administrative Report: Patricia Hall reported on the following:
  - New Staff:
    - Covvie Scott FT Building Maintenance Worker – Start date May 26th
  - Employees of the Month-Patrick Jackson and Aaliyah Sylvester
  - Contracts:
    - Pony Express last date May 27, 2016
    - Ironmonger Building Maintenance contract not renewed
Stats:
  o Highest circulating DVD-(30 circulations) Dexter the Complete Series
  o Highest Circulating Media Box DVD (16 circulations)-The Revenant

Outreach:
  o 4 Creative Writing Classes at the Rescue Mission
  o Vended at the Capital City Book Fair (TDA-Downtown Trenton)
  o Vended at the MLK School to promote the Summer Reading Program
  o One-one-One Computer Training:
    ▪ One Patron secured employment as a Chef and credited the Library
  o The Library donated Library Boxes to Books on the Block
  o Donated the Little Libraries
  o Met with MCCC Craig Morris, Educational and Computer Training, Chef Maldonado of the Culinary Program for future projects
  o Youth Services and Community Outreach met with Alex Rivera of the City of Trenton/My Brother’s Keeper aligning the Library with their Literacy efforts
  o Met with Young Scholars Institute Trenton Literacy Movement Program
  o Working with the City in regards to being linked with their Lexia Program Grant
  o Met with Trenton School Librarians for a dialogue

Circulation Services:
  o Akira Harris, Library Page, is continuing to work on organizing and categorizing the CDs for easier access is almost completed.
  o We are also scanning library applications to better organize patron files and to eliminate the storage of thousands of paper applications
  o Better World Books project is working out fine thus far

Youth Services:
  o 170 children attended youth programs
  o Completed the Summer Reading Activities

Trentoniana:
  o Library Pages Shimiriah Ham and Damaris Retana continued inventorying the book collection in the main room. The following items were found:
    ▪ A 1764 book published by James Parker, Acts of the 22nd General Assembly (1798),
    ▪ An 1813 book about the Declaration of Independence, and the handwritten minutes of the Knights of Labor, Stephen Assembly (1888-1895)
    ▪ The Sanitary Pressers’ National Union Local No. 4 (1895-1899).
  o The atlases were inventoried and an index was posted
  o The Speakers Series continued on the 7th with the “Black National News Service” (8 were in attendance) and the 28th with “Madam C.J. Walker: Self Made Woman” (28 in attendance).
Laura installed a new display in the atrium, “Dragster Drawings” by Christopher Timko

- Maintenance:
  - Elevator Upgrade Complete
    - Waiting for Electrician and smoke detector installation
  - Children’s Room
    - Hardware received for doors on the lower level
    - Sprinkler System Upgrade complete

- Personnel Changes – Covvie Scott has been hired as a FT Building Maintenance Worker (Start Date May 26, 2016)

- Old Business
  - Director Search- Search Committee met with three candidates on June 6th. The Committee is continuing to review and discuss the applicants and will be ready to make a decision at the July meeting.
  - Circulation Policy-Elizabeth Yull moved and Lavern Rice seconded the decision to charge $10 for Senior Citizen Library Cards for those Seniors who do not Live, Work or Learn within the City of Trenton.

- New Business
  - Board Elections-Elizabeth Yull was nominated by Patricia Smith for the position of Treasurer of TFPL’s Board of Trustees. Elizabeth accepted the nomination. Elizabeth Yull nominated Crystal Smith for the position of President of the Board of Trustees. Crystal accepted the nomination. There were no board members opposing the nominations. Patricia Smith moved and Elizabeth Yull seconded the approval of Elizabeth Yull in the position of Treasurer and Crystal Smith as the President.
  - Proposed Policy Revision:-
    - Posting Policy-Elizabeth Yull moved and Deniece Johnson Jackson seconded the decision to create a Public Bulletin Board and include “for profit organization” in item #4 of the current policy.

- Announcement – There were no announcements

- Executive Session – The Board entered Executive Session in at 7:10 pm

- Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, July 14, 2016 @ 6:00 pm
Library Trustees Meeting, June 9, 2016

- **Adjournment:** The May meeting adjourned at 7:25 pm

  Respectfully Submitted,
  Shanna Leggett
  Recorder