The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
March 10, 2016 at 6:00 pm

Trustees Present: Crystal Smith, Deniece Johnson Jackson, Patricia Smith and Elizabeth Yull (phone)

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

1. Call to Order- Crystal Smith called the meeting to order at 6:07 pm.

2. Announcement of compliance with the Open Public Meetings Law- Patricia Hall, Operational Manager

3. Roll call for Quorum- Crystal Smith, Elizabeth Yull (phone), Patricia Smith, and Deniece Johnson Jackson.

4. Agenda Approval- Patricia Smith moved and Deniece Johnson Jackson seconded the approval of Agenda.

5. Approval of Minutes of the February, 2016 Board Meeting – Crystal Smith moved and Deniece Johnson Jackson seconded the approval of February 2016 minutes.

6. Open for Public Address- No Public Address

7. Friends Report- Patricia Tumulty, acting President of the Friend was present to give a Friends report. They have obtained a table for Library week April 10-April 16 @ Thomas Edison College to prompt the Friends and Trenton Free Public Library fundraisers and open house. The Friends goal is to raise $15,000.00.

   - The Board reviewed the financial information presented by Ann Zawartskay (Accountant), stated the Library is on schedule financially and a discussion ensued.

9. Bill List – Deniece Johnson Jackson moved and Elizabeth Yull seconded the approval of the February Bill List.

10. Administrative Report: Patricia Hall reported on the following:
   - The Library thanks City Business Administrator, Terry McEwen for his visit. He was accompanied by Dir. Of Law, Marc McKithen, Mayoral Aid, Andrew Bobbitt, and Management Assistant Colin Cherry. They received a very extensive tour of the entire Library. The Library elevator was immediately fixed thanks to one phone call from the B.A McEwen. The visit also resulted in the
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Library becoming a possible site for the City's Summer Food Program. The BA requested a Wish List from the Library which submitted within five business days.

- There was a brief discussion regarding the various departments and their activities during the month of February.

11. **Personnel Changes** – No personnel changes

12. **Old Business**

   - Director Search- Library Development Solutions is currently reviewing applications for the Director position and will report in April.
   - Mission Statement – Tabled
   - Cleaning Services – Tabled.
   - Children’s Room Update – Carpet installation is scheduled for Monday March 28, 2016

13. **New Business**

   - Vote for Treasurer- A unanimous vote by The Board of Trustees has elected Elizabeth Yull as Acting Treasurer of the Board of Trustees.
   - Patron Policy Infraction Schedule- Board reviewed old Infraction Policy and will vote on change of policy @ April 14, 2016 Board Meeting.

14. **Announcement**

   - Friday, April 1, 2016 the Library will be closed for All Staff Development Day.

15. **Executive Session** – Entered in at 6:46pm

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

17. **Adjournment**: The February meeting adjourned at 7:15pm

Respectfully Submitted,
Shanna Leggett
Recorder