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

Trustees Present: Crystal Smith, Deniece Johnson Jackson, 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 6:08 pm.
- Announcement of compliance with the Open Public Meetings Law- Patricia Hall, Operational Manager
- Roll call for Quorum- Crystal Smith, Elizabeth Yull, Patricia Smith, and Deniece Johnson - Jackson.
- Agenda Approval- Elizabeth Yull moved and Deniece Johnson Jackson seconded the approval of Agenda.
- Approval of Minutes of the March, 2016 Board Meeting – Elizabeth Yull moved with revision and Patricia Smith seconded the approval of March 2016 minutes.
- Open for Public Address- No Public Address
- Friends Report- No FRIENDS present
- Financial Report –
  - The Board reviewed the financial information presented by Ann Zawartskay (Accountant) discussion ensued.
- Bill List – Elizabeth Yull moved and Deniece Johnson- Jackson seconded the approval of the March Bill List.
- Administrative Report: Patricia Hall reported on the following:
  - Elevator is out of order. Current Elevators Co. will install new guts for elevator. Renovation scheduled for the first week May 2016 renovation may take approximately four to six weeks to complete.
  - Mayor Eric Jackson was given a tour of the Library. He was able meet with staff and patrons and take photos with some of the children in the building.
  - A wish list was given to City Administrators as requested by B.A McEwen during his visit to the Library during the month of March.
  - Furniture and custom shelving drawings for the new Children’s Room were presented to the Board for review.
  - Patricia Hall reported on the following:
o Youth Services - March was full of successful activities. The LEGO Club is very popular as well as Crafty Thursdays and the Music Makers. TFPL hosted Dr. Seuss Day on March 2nd and there was also a Dr. Seuss Party held the following Saturday. An Easter Egg Hunt was held in the garden. Children hunted for plastic eggs marked with letters that allowed the children to spell words for additional prizes. Our Youth Services Librarian, Sarah Powell, visited the Mercer Street Friends and Young Scholars Institute pre-school programs.

o The Trentoniana Department was very busy during the month of March. Archivist, Laura Poll Ms. Poll, represented TFPL’s History Room at numerous events throughout the New Jersey Archival as well as hosted varies events at the Library including attended the Mid-Atlantic Conferences this year.

o Community Outreach has truly picked up as Rochelle Stern, Community Outreach Librarian, has been working diligently to establish partnerships with various organizations throughout the city.

o The Library is doing heavy weeding with the collection with the help of our substitute Librarians.

- **Personnel Changes** – 3 New PT Pages have been hired during the month of March:
  - Kabriea Santiago - 3/17/2016
  - Mada Eoff - 3/21/2016
  - Clyde Yeldell – 3/21/2016

- **Old Business**
  - Director Search- Interviews are being scheduled by Library Development Solutions for the first week of May for Director Position.
  - Mission Statement – Elizabeth Yull moved and Deniece Johnson – Jackson seconded the approval of the adoption of new mission statement: “The Trenton free Public Library is a bridge that connects the community to literacy, guides learning and inspires curiosity”
  - Cleaning Services – Cleaning Company Pony Express will be given a 30 day notice to end cleaning services effective the end of May. Crystal Smith moved and Elizabeth Yull seconded the approval of the discontinuation of cleaning services from Pony Express.
• Children’s Room Update – The carpet has been installed. The bathroom is almost complete as we are waiting on the hardware. Furniture and custom shelving has been ordered.

• New Business
  • FY 2016 – 2017 Budget - discussion ensued about the FY 2016-2017 budget with the assistance of CPA Ann Zawartskay, which includes pay increases for Page position and new hire of Maintenance staff. Voting was tabled until the May Board meeting.
  • Proposed Policy Revision as follows:
    - Patron Policy changes in the patron infraction portion of the policy will be in place until the Board can discuss further. Deniece Johnson – Jackson moved and Elizabeth Yull seconded the approval of the temporary patron policy. Final revisions will be voted on at the May meeting.
    - Employee Emergency Procedure Plan is under review by the Board of Trustees. Voting postponed until the May meeting.
    - Circulation Policy a child will no longer be banned from access to the use of their Library Card due to a parent fines/fees. Elizabeth Yull moved and Patricia Smith seconded the approval of revised policy.

• Announcement
  • June Reorganization – There will be Board Elections during the June meeting
  • Executive Session – Entered in at 7:36 pm
  • Date of Next Meeting: The next scheduled Board of Trustees meetings is Thursday, May 12, 2016 @ 6:00 pm
  • Adjournment: The March meeting adjourned at 7:50 pm

Respectfully Submitted,
Shanna Leggett
Recorder