The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
May 12, 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 6:05 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 Lavern Rice
- Agenda Approval- Elizabeth Yull moved and Patricia Smith seconded the approval of Agenda. Lavern Rice abstained.
- Approval of Minutes of the April 14, 2016 Board Meeting – Elizabeth Yull moved and Patricia Smith seconded the approval of April 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 Patricia Smith seconded the approval of the March Bill List.
- Administrative Report: Patricia Hall reported on the following:
  - Stats- The DVD machine has generated 32% of our overall circulation since January for a total of 6600 DVDs circulated.
  - COHS- We have a new student, Scott Mozelle, who contacted us from Atlantic City. He has received one of the Career Online scholarships that have become available.
  - Summer Food Program- The Library has submitted all necessary paperwork to be part of the summer food program
  - Elevator Update- Upgrade to bring Library to code. Repairs, smoke detectors at every opening on every level.
  - Interviewing- Technical Services Librarian position
• **Youth Services** - April was an eventful month. National Library Week went very well. The Library hosted a Jr. Trenton Free Public Library Board of Trustees Meeting. The Jr. Board Members were allowed to make important decisions concerning the children’s room. The Jr. Board members choose the new reading carpet. They did such an amazing job. Ms. Powell also hosted daily program such as Lego club, crafty Thursdays, music makers and story time.

• **Trentoniana Department**

• **Community Outreach**- Rochelle Stern provided tours of the Library to the ESL Class with MCCC students as well as creative writing classes to youth and senior citizens

• **Personnel Changes** – 1 New PT Pages have been hired during the month of April: Breiasia Tirado - Bradley – 4/12/2016

• **Old Business**
  - **Director Search**- Interviews have been scheduled for the 2nd week of June.  
  - **Cleaning Services** – Cleaning Company Pony Express letter has been sent certified informing Pony Express that there service have been discontinued as of Friday 5/27/2016
  - **Children’s Room Update** – The children’s room has a stop work order as per city inspector’s request. The Library used the State Library list of approved contactors to contact multiple companies to come out to assess the children’s room.

• **New Business**
  - **FY 2016 – 2017 Budget**- the Trenton Free Public Library Board of Trustees has approved the 2016-2017 budget 6 week ahead of deadline, Elizabeth Yull moved and Lavern Rice seconded the approval of the 2016-2017 budget. All in Favor.
  - **Proposed Policy Revision** as follows:
    - **Patron Policy** changes in the patron infraction portion of the policy has been approved Lavern Rice moved and Elizabeth Yull seconded the approval of the changes to the patron infraction portion of the policy. All in Favor
- Employee Emergency Procedure Plan  Elizabeth moved and Patricia Smith seconded the approval of the Employee Emergency Procedure Plan.

- Dress Policy  – Lavern Rice moved and Elizabeth Yull seconded the approval of the dress policy as altered and changed. All in favor.

• Announcement
  • Memorial Day 5/30/2016

• Executive Session  – Entered in at 7:30 pm

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

• Adjournment:  The May meeting adjourned at 7:38 pm

Respectfully Submitted,
Shanna Leggett
Recorder