The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
July 14, 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

1. Call to Order- Crystal Smith called the meeting to order at 6:06 pm.

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

3. Roll call for Quorum- Patricia Hall, Operational Manager conducted Roll Call

4. Agenda Approval- Elizabeth Yull moved and Deniece Johnson-Jackson seconded the approval of Agenda.

5. Approval of Minutes of the June 9, 2016 Board Meeting – Elizabeth Yull moved and Deniece Johnson Jackson seconded the approval of the June 2016 minutes.

6. Open for Public Address-

7. Friends Report- The Friends of TFPL were not present

8. Financial Report – The Board reviewed the financial information presented by Ann Zawartskay, (Accountant), this is the preliminary end of the year wrap-up discussion ensued.

9. Bill List – Lavern rice moved and Patricia Smith seconded the approval of the June Bill List.

10. Administrative Report: Patricia Hall reported on the following:

   - New Staff:
     - Dana Lemmo - PT Building Maintenance Worker – Hire date 6/8/16
     - Kamal Muhammad PT Page – Hire date 6/16/16
     - Malachi Smith- FT Building Maintenance Worker -Hire date 6/20/16
     - Jaqueline Barnes PT Page – Hire date 6/20/16
     - Vivian Vazquez PT Page – Hire date 6/20/16
     - Laura Nemeth PT Page – Hire date 6/20/16
   
   - Employees of the Month- Taquasia Scott
   
   - New Website – Please sign up for the Newsletter.
Library Trustees Meeting, July 14, 2016

• **Stats:**
  - 280 new TFPL Patron accounts
  - New Adult Patrons – 117
  - New Juvenile Patrons – 151
  - New Limited Accounts (Transitional housing) – 11
  - Live, Work, Learn – 1

• **Circulation:**
  - 3,704 Items circulated
  - 606 DVDs, 2098 Printed materials

Departmental

• **Youth Services**
  - Weekly Programs – 180 in attendance
  - Book Reports – 30

• **Adult Services**
  - DJ Ready Red gave a demonstration as well as held an informational session about his days as a member of The Ghetto Boys. This was the kick-off of TFPL’s Adult Book Club – Urban Literature Series (15 in attendance)

• **Circulation Services**
  - The Library Pages have completed the Adult Fiction Inventory Project; 1978 items were inventoried in June, 2016
  - The Wedding Project is continuing with Non-fiction which resulted in 350 outdated items being deleted from the system in the month of June
  - Better World Books Project-7 boxes waiting for pick-up (elevator)

• **Trentoniana**
  - Dehumidifiers were purchased for the department.
  - Researchers from New York, Pennsylvania and California
  - Social Media – 1632 followers, up 22 from last month
Library Trustees Meeting, July 14, 2016

Presence at:

- City of Trenton’s Landmarks Preservation Awards Ceremony
- League of Historical Societies of New Jersey’s Spring Meeting
- The Annual Meeting of the Trenton Historical Society

Findings:

- the minutes of the Female Benevolent Society of Trenton (1820-1843)
- First Annual Report of the Trustees of the New Jersey State Reform School (1866)
- a book of photo-gravures (1896)
- the Minutes of the Trenton Local Defense Council (1941-1945),
- Several 19th century text books.

Professional Development

- Professional Staff toured the Baker and Taylor Facility in Bridgewater, New Jersey.
- Librarians and Library Associate attended the Baker and Taylor New Interface Training held here in the Computer Lab and facilitated by Katy White
- Sarah Powell, Youth Services Librarian, attended a webinar-Tips for Storytelling

Outreach

- We are continuing with the Creative Writing Classes at the Rescue Mission and facilitated by Rochelle Stern, Community Outreach Librarian
- Vended at the Gregory School Featured the TFPL Reading Princess

Maintenance

- Elevator Update
  - Waiting on the shunt stop which has something to do with the breaker in the case of a fire. (Del Val Electric, the electricians has ordered the necessary parts.
  - Epic has completed all fire alarms and sensors and are required to produce drawings to hand into City Hall before final Inspection
Library Trustees Meeting, July 14, 2016

- **Children’s Room**
  - Wayfair has been contacted and furniture construction is under way. Expected delivery approx 2\textsuperscript{nd} week in August. 5-6 to install.
  - Garden cleaned, pruned and mulched
  - Sprinkler project completed
  - Was in discussion with Vaughan Collaborative re HVAC project as well as the Children’s Room (drawings, permits, etc.)
  - Comprehensive training of new staff
  - Cleaning out the Maintenance Shop which was a grave safety hazard

**11. Personnel Changes** –
- Rachael Binz has resigned as a PT Page effective July 15, 2016. The Trenton Free Public Library Board of Trustee accepts her resignation. Elizabeth Yull approved and Deniece Johnson-Jackson seconded the acceptance of Ms. Binz resignation all in favor.

**12. Old Business**
- Director Search - The Director Search Committee has had several meetings to discuss the hiring of the new Director. A new Director will be selected soon.
- Children’s Room update – The bathroom floor tiles and changing table have been installed. Furniture is arriving and being assembled.

**13. New Business**
- **Bed Bug Policy** - Motion to accept temporary Bed Bug policy Crystal Smith moved and Deniece Johnson-Jackson seconded the acceptance of the temporary bed bug policy.

**14. Announcement** – There were no announcements

**15. Executive Session** – The Board entered Executive Session in at 7:01 pm

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

**17. Adjournment**: The June meeting adjourned at 7:51 pm

Respectfully Submitted,
Shanna Leggett
Recorder
Library Trustees Meeting, July 14, 2016.