The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
August 11, 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

1. Call to Order- Crystal Smith called the meeting to order at 6:00 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 July 14, 2016 Board Meeting – Elizabeth Yull moved and Patricia Smith seconded the approval of the July 2016 minutes.

6. Open for Public Address-

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


9. Bill List – Denise Johnson-Jackson moved and Patricia Smith seconded the approval of the July Bill List.

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

   o  Departmental:
      o  Administration
         ▪ Met with Tom Gilmore, Executive Director of TDA, on July 13th
            • Willing to support TFPL
            • Will hopefully use our facility for various aspects of Patriots Week
         ▪ Greater Trenton Board of Directors Breakfast Networking Event for the Greater Mercer County Directors, July 18, 2016
            • Mayor Eric Jackson was the speaker
            • Made several connections
         ▪ Met with Dir. Ernest Parry of the TPD. Toured the Library specifically the Children’s Room. He advised on possible security precautions and set a meeting with a Detective Parrish who is charge of City Surveillance. Parrish is willing to look over the camera plan and make sure our concerns are addressed.
Adult Services:
- First meeting of the TFPL Book Club - Urban Literature Series met on July 16th. Featured books by Sistah Souljah *The Coldest Winter Ever* and we had 15 participants. Yolanda Robinson was the Facilitator and Trenton 1 provided refreshments.
  - Solidified the entire series to include the participation of Crystal Feliciano, Dr. Jack Washington retired TCHS history teacher, and Eric Maywar, former board member and owner of Classics Book store as facilitators of the Local Author Series, the Local History Series and the Classics Series
- Career Online High School
  - 10 Active Students
  - We have a total of three graduates this Summer and 1 from 2015:
    - Jennifer Shaw (10/29/15), Shawnita Dozier (7/17/16), Alexander Estevez (6/14/16), Terence Givens (7/25/16)

Circulation Stats
- 252 new TFPL Patron accounts
  - New Adult Patrons – 132
  - New Juvenile Patrons – 98
  - Non-Resident – 1
  - New Limited Accounts (Transitional housing) – 6
  - Live, Work, Learn – 15
- 4929 Items circulated
  - 1399 DVDs, 3530 Printed materials (includes renewals)
  - Highest Circulating Media Box DVD – *Standoff*, 27 check outs
  - One of the highest circulating printed items was *A Deeper Love Inside: The Porshe Santiago Story*, which was featured in our Adult Book Club – Urban Fiction series
- Inventory Project-Large Print, paperback fiction, and Adult DVDs are now being inventoried. This portion of the project is almost complete.
- Weeding Project-Substitute Librarian, Kim Luke is continuing to weed the adult non-fiction and we have removed 264 out-of-date and/or obsolete items from the shelves.

Community Outreach
- Rochelle Stern facilitated two Creative Writing Classes at the Rescue Mission
- Due to requests from patrons, the COL has implemented Literacy classes. We have ordered Hooked On Phonics to aid with this effort.
- TFPL has implemented Free Computer Skill Classes facilitated by the Code for Trenton, a local non-profit organization. Each class has between 6-9 people with a large waiting list.
- Tour of TFPL for 20 ESL students MCCC who also received library cards.
Trentoniana
- Out-of-state researchers came from Minnesota and Pennsylvania.
  - Topics of interest were the War Memorial, homes and businesses, genealogy, Freemasons, psychiatric hospital, public schools, women’s basketball, and just to have a look around.
- Trentoniana responded to 45 inquiries via telephone, 45 emails, and 2 letters.
- She attended meetings of the Mid-Atlantic Regional Archives Conference on the 6th in Haddonfield. She also attended the Makers’ Day Program on the 29th at the Roebling Wireworks building and discussed the history of manufacturing in Trenton.
- The General Operating Support application for the Mercer County Re-grant Program was submitted on the 15th.
- Both computers and the inventory laptop were updated with Windows 10
- Trentoniana volunteers worked 15 hours this month. Kerry Dubyk continued processing the YWCA collection. New volunteer Katie Chase will be processing collections.
- Library Pages continued inventorying the book collection, creating basic cataloging records, and working on research inquiries. Their hours totaled 26.
- Several books that had been on the open shelves were moved to the stacks, including 2 copies of the program from the opening ceremonies of the New York and Brooklyn Bridge (1883), and several 19th century textbooks, including one published in Trenton (1815).
- A Dictionary collection was created with a Webster’s (1852) and one printed in London (1720). Many items relating to the City of Trenton that were on the shelves will be put in the City Archives.
- So far, the oldest item found in the collection is a pocket copy (2-1/8”w x 4-1/4”h x 2”d) covered in vellum (calfskin) of the New Testament written in French, published in 1626. No owner or donor is known.
- Forty cassettes from the Jewish Oral History Project were taken to the technology lab at The College of New Jersey on the 20th to be converted to MP3 and .wav files. Twenty of the tapes have been burned onto CDs and returned.
- The New Jersey Library Association History & Preservation Section held their business meeting on the 18th at the Library. A presentation by Sarah Scott of the State Historic Preservation Office followed. There were 12 in attendance.

Youth Services
- Weekly Programs resulted in a total of 123 participants.
- The Stars and Stripes Party, for the 4th of July Celebration, had 25 attendants
Sarah Powell, Youth Services Librarian, emceed for the Trenton Makes Words Wonderful Words Fair, over 300 people attended, well attended by Library families

**Summer Reading Program** – Ready, Set, Read! (Staying active and fit while reading)
- There were 625 attendees at Summer Reading Programs during the month of July
  - Hopscotch, Energy Thursdays with Patrick, Scavenger Hunts, Movement Rhymes, Story Time with Ms Djenaba, Story Time and yoga, Book Discussion and Sports Trivia and Hide and Seek and Trenton Makes Words (vocabulary initiative).

**Summer Feeding Program** began officially July 5, 2016

**Children’s Room**
- Bill List has the invoice for deposit for Camera Installation which is expected to be completed by mid September.
- Computers have arrived and will be installed once shelving and Librarian desk is in place.
- Bathroom is finished
- Push bars for doors cannot be installed until the room is ready to open
- Ramp has been completed
- Bathroom floor has been grouted
- Shelving and Desk and small fixtures expected to arrive mid-week next week. Installation scheduled for immediately after

**Maintenance**
- Maintenance Staff - comprehensive training re facility, grounds, equipment, vendors, policy and procedures
  - They have implemented weekly meetings
- Repaired the drain to rooftop chiller above the Reading Room
- Cleaned the Maintenance workshop
- Oversaw Epic’s installation of smoke detectors for the elevator
- Oversaw rooftop chiller serviced by Mack Industries

11. **Personnel Changes** –
- Re-Hire – Patrick Jackson has been rehired as a part-time Page as of 7/21/2016
- New Hire – Kabriea Santiago has been hired as a part-time Page as of 7/26/2016

12. **Old Business**
- Director Search - The Director search is inconclusive. Search committee will be meeting to discuss moving forward.

13. **New Business**
• **Extension of the Operational Managers Position**: The Board of Trustee has voted to extend Halls Services contract while New Director Search is being conducted. Elizabeth Yull moved and Denise Johnson-Jackson seconded the approval of extending Operational Management contract.

14. **Announcement** – State of the Library Address a date and time is being discussed by the Board of Trustee.

15. **Executive Session** – No Executive session this Board meeting

16. **Date of Next Meeting**: The next scheduled Board of Trustees meetings is Thursday, September 8, 2016 @ 6:00 pm

17. **Adjournment**: The June meeting adjourned at 7:16 pm

Respectfully Submitted,
Shanna Leggett
Recorder