The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
September 8, 2016 at 6:00 pm

Trustees Present: Crystal Smith, Patricia Smith, Elizabeth Yull and Dr. Josue Falaise
Staff Present: Patricia Hall, Operational Manager and Shanna Leggett, Admin. Secretary

1. Call to Order- Crystal Smith called the meeting to order at 6:03 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 Patricia Smith seconded the approval of Agenda.
5. Approval of Minutes of the August 11, 2016 Board Meeting – Patricia Smith moved and Elizabeth Yull seconded the approval of the August 2016 minutes.
6. Open for Public Address- N/A
7. Friends Report- The Friends of TFPL were not present.
9. Bill List – Patricia Smith moved and Dr. Josue Falaise seconded the approval of the August Bill List.
10. Administrative Report: Patricia Hall reported on the following:

Administrative Report-September 2016 for the month of August 2016

- Staff:
  - Staff Appreciation Day – The first Staff Appreciation Day was held at Double Eagle Golf’s miniature golf facility in Morrisville, compliments of Hall’s Services

- Departmental:

  Administration
  - Met with Det. Parrish from the TPD re Security Cameras for the Children’s Room and the elevator
  - Had several conversations with Doug Borden from Borden and Pearlman, re his personal interest in helping the Library raise money for the Children’s Room
  - The Library has secured an Abuse and Child Molestation Rider on our Insurance with Chubb, at no extra cost
Patriots Week

- Administration attended the first planning meeting for Patriots Week. TDA was very happy to hear the Library will make various rooms available to host activities for that week.
- TFPL has activities planned from Monday through Saturday:

Monday, Book talk with Dr. Jack Washington:

- Dr. Jack Washington - Book Talk IN SEARCH OF A COMMUNITY’S PAST- The Black Community in Trenton 1060-1900 Friday, December 30, 2016 5:30 PM:
- Dr. Washington will also preface the discussion with the involvement of the Black Community in Trenton in the Revolutionary War to where his book begins. (Community Room)
- Tuesday, Dec. 27th speaker, Larry Kidder, will lead a discussion about the 10 Crucial Days (not the official title), (Community Room)
- Thursday, Maxine Lurie and Richard Veit, discussion on the book Envisioning New Jersey
- The L Gallery-We will display several paintings for showcase
- The week prior to the West Windsor-Plainsboro Girl Scout Troupe 71729. will work with our youth patrons to assemble a replica of George’ Washington’s boat and the week of they will have a mock crossing that will appear on the schedule

Adult Services:

- Career Online High School
- WE have a new enrollee, Cheryse Smith

New Graduate:

- Terrence Givens
- Kelly Vergeon
- Code for Trenton completed its Summer Computer Training Series. Class participation was full just about every session.
- 266 Guests passes were given out for computer usage
- We have a total of five graduates in the program

Circulation Stats

- 229 new TFPL Patron accounts
- New Adult Patrons – 129
- New Juvenile Patrons – 94
- Teacher – 1
- New Limited Accounts (Transitional housing) – 2
- Live, Work, Learn – 2
4578 Items circulated (small drop, we hope due to vacations)
1426 DVDs circulated
Highest Circulating Media Box DVD – *Miracles from Heaven*, 17 check outs
Highest Circulating DVD – *Dexter: The Complete Series*, 18 check outs
The highest circulating printed non-fiction item was *Don’t Be Bitter, Be Better* by local author Yolanda L. Robinson, which was featured in our August Adult Book Club – Urban Literature series
The top circulating Fiction were the two books featured in the July Adult Book Club, *The Coldest Winter Ever (6 times)* and *A Deeper Love Inside: the Porshe Santiago Story* (4 times). Both titles were authored by Sistah Souljah.
In-house usage - 805
- Inventory Project-TFPL is currently inventorying Adult and Juvenile Graphic Fiction, Adult Non-fiction, Adult non-fiction, Christian Fiction, and Urban Fiction.
- Weeding Project-Substitute Librarian, Kim Luke is continuing to weed the adult non-fiction and we have removed 282 out-of-date and/or obsolete items from the shelves.

Community Outreach

- Community Outreach Librarian (COL), Rochelle Stern, represented the Library at the National Night Out activities at the Penrose Rush apartments
- COL and a Library Page represented the Library at the Men for H.O.P.E. Annual Block Party on Muirhead Road
- COL coordinated 5 students from the Summer Reading Program with the free tutoring services of Lawrence Prep student, Marcus Trentfield. He spent 20 hours with the students during the month of August.
- COL met with several patrons to assist with applying for jobs online.
- COL Met with one patron to assist in filing citizenship application
- COL provided a tour for 10 teens from Mill Hill Organization. They will utilize the Computer Lab in the Fall for Resume Writing and College readiness.
- The Newsletter has received 37 new subscriptions for a total of 55
- Website Stats are improving

Trentoniana

- Archivist, Laura Poll, represented Trentoniana at the Roebling Museum for the exhibit “Roebling Goes to the Fair” and Artworks of Trenton for the “Best of the Fest” film festival.
- Some topics of interest were the War Memorial Building, Riverview Cemetery, Trenton Symphony, and yearbooks
Trentoniana responded to 35 inquiries via telephone, 39 emails, and 2 letters.

Students from Princeton University volunteered for 2 weeks working on a history project about the businesses and economic atmosphere of Trenton.

Our Innovative Catalyst Librarian, Ian Sloate, has been working on a website for Trentoniana. This will serve as a digital archive for materials.

Youth Services

- Total attendance of Summer Reading Activities was 1,078
- 147 four page book reports were completed during the summer
- The Summer Feeding Program officially ended
- Eboni Love, Library Associate, has been a great asset to the Children’s Department. She is wonderful with the children. Eboni is helping Sarah Powell, Youth Services Librarian, weed and also with classifying the collection. Eboni has been assigned the planning of Youth Patriots Week activities.

Children’s Room

- The shelving and the Librarian desk has arrived and was installed all within one day.
- Meeting with Fire Inspector, City Inspector, Telly and myself re the project which Vaughan Collaborative is managing
- Drawing MUST cover current physical condition of the room as is-ramp, walls, smoke detectors, exit signs, platform
- Additions must be made to show additional smoke detectors, sprinklers, exit signs
- 2 exit doors must be completely replaced and cannot be painted to blend in.
- Add a drinking fountain

IT Department

- Installed upgraded WiFi Hotspots
- Coordinated wiring for new Children’s Room
- Worked with Envisionware to replace hand scanners and to upgrade Credit Card readers to accept chip-based credit cards
- Worked with Trentoniana for storage drives for Jewish Recordings project
- Upgrading Fortres Grand software to v.10
- Updated Watchguard firewall firmware
- Submitted paperwork to upgrade internal network speed from 10Mb to 100Mb.

Maintenance

Library Trustees Meeting, September 8, 2016.
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- Maintenance Staff – continuing comprehensive training re facility, grounds, equipment, vendors, policy and procedures
  - Established responsibilities to various Maintenance Staff:
    - Facilities
    - Set-up
    - Cleaning
- Met with Fire Inspector and Building Inspector on site and at City Hall re the Children’s Room Project
- Correspondence with Vaughn Collaborative about drawings and plans for new children’s room.
- Oversaw rooftop chiller serviced by Mack Industries
- Perfecting the new Maintenance Request and Program Set-up Forms
- Maintenance staff- replace and repair missing or damaged ceiling tiles throughout building.
- Pressure tested sprinkler system, required by state. (J.W Kennedy)
- Repaired leaking valve inside parking lot
- Heat exchanger failure on rooftop chiller
- Maintenance staff, clearing of closet space inside children’s inside parking lot. (J.W Kennedy)

11. Personnel Changes –
   - TyQuasia Scott, Library Page – Last date August 9, 2016
   - Eboni Love, Library Associate- Youth Service, start date August 8, 2016

12. Old Business
   - Director Search- The Director search is inconclusive. New search for Director will resume.
   - Elevator- Elevator is on hold waiting for drawings to be submitted as well as the delivery of parts.
   - Children’s Room update
     - Save the date- Has not been established due to the elevator being out of service.
     - Grand opening- Future opening date is being discussed.
   - Budget Adjustments- Discussion ensued
   - State of the Library Address date is still being discussed by Board
   - October Staff Day- the Trenton Free Public Library All staff day will be held October 21, 2016.

13. New Business
The Princeton Area Community Foundation Grant has to be applied for by the Friends of The Library they hold the 501©

14. **Announcement** – No announcements

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

16. **Date of Next Meeting**: The next scheduled Board of Trustees meetings is Thursday, October 13, 2016 @ 6:00 pm

17. **Adjournment**: The September meeting adjourned at 7:36 pm

Respectfully Submitted,
Shanna Leggett
Recorder