The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
February 23, 2017 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Lavern Rice, Deniece Johnson-Jackson and Dr. Josue Falaise

Staff Present: Patricia Hall, Operational Manager, Shanna Leggett, Admin. Secretary

1. Call to Order- Patricia Hall, Operational Manager called the meeting to order at 6:13 pm.
2. Announcement of compliance with the Open Public Meetings Law- Crystal Smith, President
3. Roll call for Quorum- Crystal Smith, President conducted Roll Call
4. Agenda Approval- Elizabeth Yull moved and Patricia Smith seconded the approval of Agenda.
5. Approval of Minutes of the January 13, 2016 Board Meeting – Patricia Smith moved and Deniece Johnson-Jackson seconded the approval of the January 13, 2016 minutes.
6. Open for Public Address- N/A
7. Friends Report- Patricia Tumulty, FRIENDS President, gave a brief update of FRIENDS activity during the month of February.
9. Bill List – Dr. Josue Falaise moved and Deniece Johnson-Jackson seconded the approval of the January Bill List.
10. Administrative Report-

Departmental:

- Attended the monthly Trenton Literacy Meeting and offered the Computer Lab for a hopeful for a LEXIA after school program sponsored by TLM.
- Circulation Services
  - 122 new Trenton Free Public Library Accounts were made in January.
  - 146 new TFPL patron accounts
  - 3,704 items circulated, 2,037 were DVDs
  - Christian Fiction-27 circulations
  - Criminal was checked out/renewed 13 times and is the highest circulating Media Box DVD this month.
  - Dexter: the complete series collection was checked out/renewed 15 times and is the highest circulation Adult DVD this month. Old boy was checked out/renewed 8 times and is the second highest circulated Adult DVD this month.
  - A Deeper Love Inside: the Porsche Santiaga Story, was checked out/renewed 4 times is the highest circulating Adult Fiction Novel this month.
  - 2 copies of Hidden Figures were checked out/renewed 4 times each and are the highest circulating Adult Nonfiction books this month.
Collection Development
- TFPL ordered $1634.46 worth of Adult Fiction and Non-Fiction books, $754 adult CDs.
- 1004 Adult non-fiction items were inventoried in January.
- 3,373 CDs and 23 have been deleted this month due to condition and or relevance to the collection.
- Better World Books were finally able to pick up 15 boxes of books.
- The Trentonian collection is inventoried up to Dewey #791.
- First batch of books for the Trenton Author’s collection were received and continuing to be ordered.

Community Outreach
- Career/Job workshop provided by Dexter Cheston, Professional HR and Job Recruiter.
- Pre-Business Mindset Classes resumed.
- Books and Beyond, sponsored by Yolanda Robinson-mixes literacy with music, speakers, forums and hands on activities.

Literacy Committee- TFPL’s goal is to play a key role in the inoculation of illiteracy epidemic in our city.
- “The Trenton Free Public Library is bridge to Literacy” (for all ages).
- Consists of Operational Manager, Community Outreach Librarian, Youth Services Librarian, and Collection Development Librarian.
- Tools
  - Hooked On Phonics, Posters, Flyers, early reading materials, handwriting books and materials, magazines (researching Reading Counts).
- Trenton Literacy Movement
  - Patricia Hall is a Board Member and not only represents herself but also TFPL.
  - Former Mayor, Doug Palmer, also a member of TLM, has offered his help in regards to our Literacy programming.
- Born to Learn – Packets handed out to new moms containing items for their newborns as well as pertinent information pertaining to infant health and services.
- Adult Tutoring
  - English Learning Language (ELL)
    - COL, Rochelle Stern, is working with approx 20 ESL students from MCCC originally from Liberia who have no English reading foundation although they can speak English very well.
    - Working with them on the basics.

Reference
- Our Technical Services Librarian, Mimi McBride, received a call from the Discovery Channel re the murder of a Trentonian Page 6 girl for a future Discovery Presents Episode.

Media
- Website statistics are as follows:
  - Visits to the site increased by 463 for a total of 5534.
Library Trustees Meeting, February 23, 2017

- 95% of our viewers are from the USA, 1.65% from the UK and 1.08% from India
  - Social Media:
    - Pinterest received 878 views for the month
  - Trentoniana
    - The Trenton History Project’s film festival was held at Artworks with mention of Archivist’s Laura Poll, and Trentoniana assistance in the short films.
    - 49 volunteer hours were put into Trentoniana in January on the following:
      - YWCA collection processing
      - New Collections
      - There was Rutgers Un student shadowing Laura in January
      - Displays outside of Trentoniana:
        - “Dragstar Drawings” by Christopher Timko
        - Portion of African American Stamp Collection from Ralph Sims
  - Youth Services
    - There were 233 attendants to children’s programming
    - A total of 142 youngsters visited from Divine Academy and the Puerto Rican Day School
    - 40 book reports were handed in
  - IT Services
    - General backups, desktop and system maintenance processed
11. Personnel Changes –
   - No personnel changes to report.
12. Old Business
   - Director Search – Discussion ensued
   - Elevator Update- The elevator is up in running with issues
   - Children’s Room Update – Waiting for Telephone lines and cameras to be installed.
   - Collection Development Policy – Tabled
   - State of the Library Address- The State of the Library Address will be held on April 13th, 2017.
13. New Business
   - Budget Proposal- Elizabeth Yull moved and Dr. Josue Falaise seconded the approval of FY 2017 budget. All in favor.
   - Library Celebration- The Library’s 265 Year Anniversary of the Institution on New Jersey is March 20, 2017.
   - 115 Birthday- The Library’s 115 Birthday is June 9th 2017. Events are being planned to celebrate the Library.
   - Operational Manager Evaluation- Discussed and will be done at the March meeting.
15. Executive Session – N/A
16. Date of Next Meeting: The next scheduled Board of Trustees Meetings is Thursday, March 9th, 2017.

17. **Adjournment:** The February meeting adjourned at 7:45 pm

Respectfully Submitted,
Shanna Leggett
Recorder