The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
January 13, 2017 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Lavern Rice 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 6:02 pm.
2. Announcement of compliance with the Open Public Meetings Law- Crystal Smith, President
3. Roll call for Quorum- Patricia Hall conducted Roll Call
4. Agenda Approval- Elizabeth Yull moved and Lavern Rice seconded the approval of the Agenda.
5. Approval of Minutes of the December 22, 2016 Board Meeting – Elizabeth Yull moved and Patricia Smith seconded the approval of the December 22, 2016 minutes.
   Lavern Rice and Dr. Josue Falaise abstained
6. Open for Public Address- N/A
7. Friends Report- No Friends Present
9. Bill List – Patricia Smith moved and Dr. Josue Falaise seconded the approval of the December Bill List.
10. Administrative Report-
    o Administration
       • Attended the monthly Trenton Literacy Meeting and offered the Computer Lab for a hopeful After School Program sponsored by their program.
       • Two live Christmas Trees were donated to the Library by Mayor Eric Jackson and First Lady Deniece Johnson-Jackson.
    o Circulation Services
       • 146 new TFPL patron accounts
       • 24 Live/Work/Learn
       • 2548 items circulated, 1538 were DVDs
       • Christian Fiction-11 books and 1 renewal
       • Eve of Destruction and The Grandmaster were the highest circulating Media Box DVDs with 9 check outs each

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- *Dexter: The Complete Series Collection* was the highest circulating Adult DVD with 23 check outs/renewals
- *A Deeper Love Inside: The Porsche Santiago Story* remains as one of the highest circulating Adult Fiction and *Hidden Figures* was the highest circulating Adult Non-fiction item with 6 check outs.

**Collection Development**
- TFPL ordered $826.88 worth of Adult Fiction and Non-Fiction books, $458 adult CDs.
- Out of the 48,842 Adult Non-fiction books in our collection 1,854 were inventoried in December.
- Out of our 3,368 CDs, 68 were deleted due to condition and or relevance to the collection.
- 22 Adult Non-Fiction items were deleted in December
- Trentoniana inventoried up to Dewey #712.09

**Community Outreach**
- Patriots Week Activities were very well attended. We have already begun discussions for events for 2017. Total, there were 165 people who attended the lectures and 38 visitors to Trentoniana following the lectures.
  - Dec. 27th, Larry Kidder-So Major a Thoroughfare
  - Dec. 28th, David Hart – John Hart: Portrait of a Patriot
  - Dec. 29th, Maxine Laurie and Richard Veit – Envisioning New Jersey
  - Dec. 30th, Jack Washington – In Search of a Community’s Past
- Finalized the activities for Black History Month
- Book Discussion on *Hidden Figures* – Hosted by the Friends of TFPL – Feb 11th at 11 PM in the Reading Room
- Presentation by the 6th Regiment United States Colored Troops, Reenactors Inc. of Black Trenton in the Civil War – 3PM in the Community Room

**Trentoniana**
- Archivist, Laura Poll, accessed 9 items into the collection.
- Additions to the Special Collection included:
  - Wedding dress worn by An Hogan at a wedding to Newton Edwards Chamberlain, (1858)
  - Books from the Library of the Society of Friends, Trenton
  - 1947 Bobasheila Yearbook
  - Overcoat of the Trenton Police Department, (1942)
  - The “L” Gallery displayed the etchings of George Bradshaw
  - The Genealogical Club of Central NJ worked on the Bible transcription and unidentified photo projects
  - The Multi Media Class from the College of New Jersey visited
- Laura alerted the State Archivist about an auction of NJ historical documents which resulted in the return of 6 important manuscripts that had been stolen from the State Archives vault several years ago.

**Youth Services**
There were 182 attendants to children’s programming

Annual Christmas Party was a major success with visits from Santa, aka Patrick Jackson, Library Page, and His Honorable Mayor Eric Jackson and Trenton’s first Lady, Mrs. Deniece Johnson-Jackson.

Youth Services Librarian, Sarah Powell, attended a breakfast for all hosts sites of Trenton Makes Words where the Library was recognized.

Youth Patriots Week Activity – Eboni Love, Library Associate-Youth Services, orchestrated various activities throughout the week for the children with the highlight being a reenactment of Washington Crossing the Delaware. The Girl Scouts Troupe constructed the wooden boat and the children had their reenactment. Ms. Love also had an activity based on the Declaration of Independence where the young people created their own Declaration.

IT Services
- Television in Community Room restored
- Wiring for Children’s Room completed
- Viper and maintenance updates
- General backups, desktop and system maintenance processed

Maintenance Department
- Repaired busted pipe on the Governor, on the roof
- Maintained communication with the City re the Elevator
- Maintained communication with the Vaughan Collaborative re the drawings for the Children’s Room
- Worked with TDA in preparation of grounds for Patriots Week
- Completed removal of lockers and drop box from the Bellevue Ave Outpost location.
- General maintenance of the building and grounds

11. Personnel Changes –
- No personnel changes to report.

12. Old Business
- Director Search – Discussion ensued
- Elevator Update - The city has sent out Marshall Industries to assess elevator.
- Children’s Room Update – Discussion ensued
- State of the Library Address/Fundraiser
  - A tentative date has been set for April 13th, 2017
- Collection Development Policy – Patricia Hall presented collection development policy for board review.
• **Outpost** – The outpost has been removed from Bellevue Ave and has been placed in storage. The Library is in the process of looking for new location to place the Outposts.

13. **New Business**

• **FISCIAL Year 2016 Audit Review** - Mercadien Auditors Matt Daly, JillAnn Murphy and Warren Brody, Managing Director presented FY 2016 Audit to the Board of Trustees discussion ensued. The Library received a favorable audit.

14. **Announcement** – February 25th, 2017 the Library will be housing a book discussion series on “The Conversation: A Revolutionary Plan for End-of-Life-Care”
   By Dr. Angelo Volandes with Patricia Hall as the speaker.

15. **Executive Session** – N/A

16. **Date of Next Meeting**: The next scheduled Board of Trustees Meetings is Thursday, February 9th, 2017.

17. **Adjournment**: The January meeting adjourned at 7:43 pm

Respectfully Submitted,
Shanna Leggett
Recorder