The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
November 9, 2017 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Deniece Johnson-Jackson, and Alex Rivera-Mayor’s Delegate

Staff Present: Patricia Hall, Operational Manager, Shanna Leggett Admin. Secretary and Ann Zawartkay, Board Accountant

1. Call to Order- Crystal Smith, President called the meeting to order at 6:00 pm.

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

3. Roll call for Quorum- Crystal Smith, President conducted Roll Call

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

5. Approval of Minutes of the October 12, 2017 Board Meeting – Elizabeth Yull moved and Alex Rivera seconded the approval of the minutes.

6. Open for Public Address- N/A

7. Friends Report- N/A


9. Bill List – Deniece Johnson-Jackson moved and Deniece Johnson and Alex Rivera seconded the approval of the November 2017 Bill List.

10. Administrative Report- Presented by Patricia Hall, Operation Manager.

    October 2017 read at the November 2017 meeting

    • Attended the State of the City Address
    • Attending a meeting with BA and other City Hall Administration regarding possible help with infrastructure concerns

Professional Development
Staff Day:

    • Staff was able to take a look at themselves via role play and games. They leaned very valuable lessons. These went over policy and procedures they should already be familiar with as well as accepted customer services practices.
• Staff had a chance to tour Trentoniana and we learned some staff didn’t know what the department was about and some had never been in the department.

• Patti met with the Trenton Public School Librarians/Media Specialists, attended the Youth Services Forum at the Monmouth County Library in Manalapan, (Aman Gilman, PT Youth Services Library Associate also attended), attended the ANTI-Poverty Network Summit in New Brunswick and visited the Piscataway Public Library in regards to the NJ Makers Day Program.

• Archivist Laura M. Poll participated in a focus group on processing priorities on the 14th conducted by the Society of American Archivists, Laura also spoke about the Lions Club in New Jersey on the 17th at the 65th anniversary dinner of the West Windsor Lions Club.

**Snapshot Day 2017**

• Coordinated by Shanshan Ming, Assessment and User Services Librarian along with Melanie Carroll, Library Associate. Peggy Cadigan Deputy State Librarian, visited and was very pleased and took many pictures.

• Snapshot Day allows libraries to show all that happens in a library in a single day.

• In 11 hours:
  - 315 people visited the library
  - 377 items circulated
  - 65 visits to our website
  - 152 reference questions were answered
  - 5 Library programs
  - 30 in attendance for library programs
  - 92 surveys received
    - 50 said they were in the library to use the computers
  - 30 check-outs from the media box
  - 109 adults and 25 youth checked out items

**Circulation services**

• 157 Accounts created:
  - 103 Adult
  - 44 Juvenile
  - 1 Staff
  - 9 Work/Learn
  - 4429 Items circulated
  - 760 were Media Box circulations
  - Mummy circulated 15 times

• Highest Circulating (with the times circulated in parenthesis)
  - Adult DVD: Sons of Anarchy (4)
  - Adult CD: 4:44, Anti, Back2love, In Search of Better Days (4)
  - Adult Fiction: No Second Chance, Living with the Dead, The Return of the Native, Interview with a Vampire, I wish I had a Red Dress (2)
• Adult Non-Fiction: Remember the Ladies: Celebrating Those Who Fought for Freedom at the Ballot Box (4)
• Juvenile DVD: Lego Batman Movie (7)
• Juvenile Fiction: Tales from the Not-so-friendly Frenemy (6)
• Juvenile Non-Fiction: Older than Stars, Super Geek, Cool Salsa: Bilingual Poems on Growing Up Latino (The last is from the Poetry Collection donation) (2)

Adult Services
• Shanshan Ming began discussions to create a Resume writing Class
• The Meeting Room was utilized 11 times by area organizations/groups

Trentoniana
• Trentoniana interns, volunteers, and pages worked 70 hours this month.
• Elizabeth Yull, Library Board of Trustees member, continued indexing the biography binders.
• Eric Hung completed processing the Trenton Symphony Orchestra Collection, and is working on the finding aid for the John A. Roebling’s Sons Company Collection.
• Kate McGuire continued processing the Business & Professional Women’s Club Collection. Katie Chase continued processing the War Collections.
• The Central Jersey Genealogy Club continued alphabetizing the student record cards from the Trenton Conservatory of Music.
• New intern Justin Wong from the Lawrenceville School began processing the Labor Unions Collection.
• Through the Educopia Institute, The Nubian News and the Trenton Tribune have been added to the Digital Public Library of America's open directory of African American Newspapers and Periodicals.
• The second organizational meeting for the Trentoniana Friends Group took place on the 18th. Six people attended.

Youth Services
• Patricia Farmer, Youth Services Librarian, separated the Board books from the Picture Books. This has increased the circulation of the Board books tremendously.
• Youth Programs kicked off this month. They were a success. 152 young people attended Stop-In Saturdays, Little Learners Class, Super STEAM Program, Fairy Tales and Folktales Class, Lego Class, Construction and Building Class, Halloween Cookie Decorating and Crafts.
• We had a Dentist Class where Dr. Gupta and Miss Rachel from Capital Smiles Dental on Warren Street taught the children about dental hygiene and passed out toothbrushes to all the children.
• There were four 73 children at four visits from area pre-schools.
• The Children’s Department received 250 donated books from Dana Bernstein a resident of East Brunswick.
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Maintenance Department

- Our Facilities Manager, Telly Brown, had the Chiller evaluated by Peterson HVAC. PJM Mechanical was on the premises and evaluated the system and we are awaiting their

11. Personnel Changes –

- Clairadiany Noel – Resigned effective October 9, 2017

12. Old Business

- Director’s Search – Tabled
- Community Outreach Librarian – As advertised interviews have been conducted potential candidates will be notified for second interview. Position expected start date will 11/27/2017.
- Children’s Room – The Water Fountain has been installed and operational.

13. New Business

- Feldenzeder Trust Update- The Feldenzeder trust has been dissolved monies will be distributed evenly between beneficiaries.
- Patriots Week- The Library will be participating in Patriots Week again this year.
- Book Sale – Discussion about hosting a Book Sale @ the Library potential date December 7th, 8th, 9th. 4 pm – 7pm. Board volunteers needed.

14. Executive Session

15. Adjournment: The September meeting adjourned at 7:10 pm

Respectfully Submitted,
Shanna Leggett, Recorder