The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
December 14, 2017 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Alex Rivera-Mayor’s Delegate and Deniece Johnson-Jackson (via telephone).

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 6:10 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 November 9, 2017 Board Meeting – Tabled until the January meeting

6. Open for Public Address- N/A

7. Friends Report- N/A


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

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

Administration

- Participated in the Philadelphia Public Library’s Administrative Librarian Search Interview Process

Circulation services

- 64 Adult Resident accounts
- 45 Child Resident accounts
- 3 Staff Member account
- 0 Teacher
- 0 Non-Resident accounts
- 2 Limited accounts
- 1 Works/Attends School in Trenton
Circulation Stats:
- 3,438 check outs
- 3,725 check ins
- 940 Renewals
- 712 In-House use

Highest Circulating (with the times circulated in parenthesis)
- 569 Media Box DVDs were checked out this month
- *The Accountant* was checked out 9 times and is the highest circulating Media Box DVD this month.
- *Madea Goes to Jail* was checked out/renewed 5 times and is the highest circulating Adult DVD this month.
- *A Deeper Love Inside: the Porche Santiaga story* was checked out/renewed 5 times and is the 4 highest circulating Urban Fiction Novel this month.

Adult Services:
**Reference Department:**
In total, we received 867 questions at the reference desk during this period. Print help, guest pass, general computer help are 3 of the most frequent inquiries we experienced.

**Program Planning**
- The Schedule for Beginner’s Computer Class for spring has been fixed. (Jan 25 - Mar 1)
- The schedule for February Book Club has been fixed: Feb 17th, 2018 2-3:30 p.m.

Library Trustees Meeting, December 14, 2017
Trentoniana
“Art All Day” took place at the Library on the 4th. Purcell Carson and “The Trenton Project” were set up in the Trentoniana Room. Due to a last minute cancellation by the artist who was scheduled to be here, Damaris took this opportunity to demonstrate spray paint art in the community room and garden. Over 45 adults and children attended.

Youth Services
The exciting thing this month in this department is Winter Wishes – we set up a table and accepted wishes for the One Simple Wish, Winter Wishes granting program. We had 38 children register over the course of a day and a half, and we also had a chance to speak to many families. Children needed to have a library card in order to register. Board Chair, Crystal Smith, played an iatrical role in the event’s success. She walked through out down town handing out flyers which prompted many participants. The Winter Wishes Party will be held Thursday, December 21, 2027, the Winter Soltice.

Maintenance Department
- The Children’s room is almost complete. Lights are installed but not yet electronically connected. The vendor was waiting on parts and it should be completed within a week.
- PJM Mechanical will be in December to evaluate the chiller.

11. Personnel Changes –
- Shalon Napier - Library Page, start date 11/13/2017
- Shanicqua Anderson – Library Page, start date 11/15/2017
- Mildred Nieves – Library Page, start date 11/27/2017
- Christyna Robinson – Library Page, start date 11/30/2017

12. Old Business

13. New Business

14. Executive Session

15. Adjournment: The September meeting adjourned at 6:28 pm

Respectfully Submitted,
Shanna Leggett, Recorder