The Trenton Public Library
Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
October 12, 2017 at 6:00 pm

Trustees Present: Crystal Smith, Elizabeth Yull, Patricia Smith, Deniece Johnson-Jackson, and Alex Rivera-Mayor’s representative
Staff Present: Patricia Hall, Operational Manager, Ann Zawartkay, Board Accountant

1. Call to Order - Crystal Smith, President called the meeting to order at 6:01 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 Lavern Rice seconded the approval of Agenda.

5. Approval of Minutes of the August 10, 2017 and September 14, 2017 Board Meeting – Elizabeth Yull moved and Patricia Smith seconded the approval of the minutes from both meetings.

6. Open for Public Address - N/A

7. Friends Report - N/A


9. Bill List - Patricia Smith moved and Deniece Johnson-Jackson seconded the approval of the October 2017 Bill List.

10. Administrative Report - Patricia Hall, Operational Manager presented the following:

   Professional Development
   - Some professional staff attended the NJLA Library Maker's Toolkit 2017 on September 22nd.

   Circulation services
   - Highest Circulating (with the times circulated in parenthesis)
     - Adult DVD: Pawn (5)
     - Adult CD: 4:44 (7)
     - Adult Fiction: Light in August by William Faulkner (4)
     - Adult Non-Fiction: 48 laws of power by Robert Greene (3)
     - Battle Cry of Freedom by James McPherson (3)
     - Juvenile DVD: Beauty and the Beast and Dragon Ball Z Season 6 (both checked out 4 times)
     - Juvenile CD: Kidz bop cd 30 and 33 (2)

Library Trustees Meeting, October 12, 2017
• Juvenile Fiction: Harry Potter and the Cursed Child by Jack Thorne (6)
• Juvenile Non-Fiction: Frozen Hairstyles by Theodora Jack (4)

**Adult Services**
• Entrepreneur Classes were very successful; standing room only
• The Poetry Café was also very successful. The Bain-Swaggart Organization of Princeton University’s English Department, Labyrinth Books and several private donors were responsible for the donation of all new books. Several local poets performed either their own poetry or familiar poems. Attendance was between 35 to 40 people with standing room only.
• Collection development: purchased over 140 new DVDs and put them in Media Box
• Made a flyer and posted it on Facebook to promote the new DVDs

**Trentoniana**
• Archivist Laura M. Poll participated in a focus group on processing priorities on the 14th conducted by the Society of American Archivists, and attended the Patriots Week Events Meeting on the 20th at the Old Barracks. She presented a talk about the Lions Club in New Jersey on the 17th at the 65th anniversary dinner of the West Windsor Lions Club.
• The second organizational meeting for the Trentoniana Friends Group took place on the 18th. Six people attended.
• Trentoniana interns, volunteers, and pages worked 70 hours this month. 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. Elizabeth Yull continued indexing the biography binders. 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. Pages inventoried new accessions, catalogued books, and conducted research.

**Youth Services**
• Patricia Farmer has been reviewing the collection and making several adjustments so we are completely ready for the transition as soon as we receive the approval from City Inspections.
• STEAM programs began and are held on Tuesdays (Science, Technology, Engineering, Art and Mathematics)
• Children’s Room Update-Awaiting the installation of the water fountain. Supposed to start Friday, October 13th.

**Maintenance Department**
• Our Facilities Manager has been working to get an HVAC Engineer onsite to evaluate the system as we were told by our new vendor that chiller installed approx six years ago was incorrectly installed thus the series of issues we have had specifically over the last year.
Library Trustees Meeting, October 12, 2017

- Oversaw the installation of the fire alarm upgrade as well as the repositioning of some of the light fixtures.
- Currently reviewing over 100 applications for the vacant full time Building Maintenance Worker position. Interviews to begin next week.

Social Media:
- Facebook-Made over 30 posts for our 1867 followers to view
  - Trentoniana’s Facebook page- has 74 likes, up 9 from last month, and 76 followers, up 8 from last month (20 posts this month)
- Twitter-Increased followers to 164

11. Personnel Changes
- Kendall Clarke – Library Page, September 5, 2017 start date
- Carla Evans – Library page, September 13, 2017 start date
- Kianna Harris – Library Page, September 15, 2017 start date
- Malachi Smith – Resigned as of September 25, 2017

12. Old Business
- Director’s Search – The Search Committee has met and will brief the Board during Executive Session.
- Children’s Room – The Water Fountain has been ordered and we are waiting for installation. Drawings representing the update emergency lights is expected any day.
- Young Adult Room – The Young Adult plans are on hold and waiting f r t e final inspection of the Children’s Room.

13. New Business
- Amnesty – The Board agreed to begin our yearly Amnesty initiative on Monday, October 16th. The Library will begin to accept non-perishable items on that day for library fines. One item for every dollar patrons owe. Mercer Street Friends will be the recipients of all donations this year.

14. Executive Session
- The Board went into Executive Session at 6:58 PM.

16. Adjournment: The September meeting adjourned at 7:27 pm

Respectfully Submitted,
Patricia Hall, Recorder