The Trenton Public Library Minutes
Board of Trustees
Main Library 120 Academy St, Trenton NJ 08608
September 12, 2019 at 6:00 pm

Trustees Present: Deniece Johnson-Jackson, Elizabeth Yull, Crystal Smith, Lavern Rice, Patricia Smith and Rick Kavin
Library Liaison: Robin Vaughn, City of Trenton Councilwoman
Staff Present: Rebecca FrancoMartin, Director, Shanna Leggett, Admin Secretary

1. Call to Order- Deniece Johnson Jackson, Board President called the meeting to order at 6:05pm.
2. Announcement of compliance with the Open Public Meetings Law- Rebecca FrancoMartin, Director
3. Roll call for Quorum- Crystal Smith, Elizabeth Yull, Deniece Johnson-Jackson, Rick Kavin, Patricia Smith, Lavern Rice
4. Agenda Approval –Elizabeth Yull moved and Patricia Smith seconded the approval of agenda.
5. Approval of Minutes of the August 8, 2019 Board Meeting- Elizabeth Yull moved and Lavern rice seconded the approval of minutes from August 8, 2019. Rick Kavin abstained
6. Open Public Address- Patron (Lolly) expressed her interest in the Library
7. Friends of the Library- Friends (Patricia Tumulty, President) gave report on Friends activities. Friends was awarded a grant for $600.00 from I Am Trenton. Friends will use monies toward the “Books & Barbers” initiative
8. Financials – Ann Zawartkay presented financial for July and August discussion ensued
9. Bill List –Patricia Smith moved and Lavern Rice seconded the approval of the current Bill List.
10. Administrative Report – Rebecca FrancoMartin, Director, reported on the following:

August Highlights
- Grant conference $10k Quakers, $500 I Am Trenton, $500 to Friends, $200 Halloween
- Princeton Festival Programs - target population YA (open to all). Opera
- Professional staff & Page meetings detailing expectations & staff concerns
- Millennium Strategies Meeting: grants
- Continued B&T meetings regarding YA collection
- Quakers Meeting for technology grant
- Officer Colon - police scheduling & concerns
- Meetings with key stakeholders: Keith, electrician, Mark, Core Mechanical, Mayor Gusciora
- 2020 Census Job Opportunities
- ESL Classes - Wed. & Saturday

Library Trustees Meeting September 12, 2019.
Library Trustees Meeting September 12, 2019.

- Library Brochure
- Recruiting for 2 Librarian 1 positions
- Upcoming events to attend (flyers)

Reference/Adult
- State Library update to Jersey Cat - ILL system glitch
- B&T orders increasing
- Media Box issues typically side A now disabled & utilizing side B
  - Poor communication with company
  - No renewal?
- Health Corner purchasing list sent to TCNJ
- Social Media stats down for the last two months

Circulation
- 160 New library card accounts - does not include 200+ from BOE Back to School Event
- Decrease in Circulation from 2016 by 8,701 although with library being open this Summer increase from August 2018 at 3,812 to 5,285 this August - part of FY ‘20 goals
- Building up Urban Fiction Collection which is highly popular

Youth Services
- End of Summer Reading Party “Eyes of the Wild” - huge success 38 youth patrons attended (with adults over 50)
- Class visits currently scheduled for upcoming months
- Overall attendance 557

Young Adult Room
- Met with Frank Quinn - material samples
- Electrician awaiting permits
- Paint picked up and work begun
- Collection ready & B&T happy to send volunteers to assist with shelving

FY ‘20 Goals/5 Year Strategic Plan
- Present FY ‘20 goals
- Discuss creation of committee to develop Strategic Plan

11. Personnel Changes
- Community Outreach Librarian- Richard Jutkiewitz, resigned in good standing
- Operational Manager, Patricia Hall- Farwell Event
- Page- Ashley Evans resigned in good standing

12. Old Business–
- YA Update – Crystal Smith gave an update discussion ensued
- NJ Library Construction Bond Act- Director FrancoMartin gave presentation vote needed to move forward with obtaining proposals for 2 architectural
renderings. This would allow the library to submit a grant requesting the rehabilitation of the adult reference area and or the re-pointing of the historic portion of the library along with rehabilitation of the reading room due to water damage.

- Grant Monies- Sands Foundation will possibly match funds from grant.

13. **New Business**-
- Staff Day. Board approved closure on October 4, 2019 for all Staff Day.
- Strategic Plan- Director FrancoMartin gave details of strategic plan for Library for next 3-5 years.
- Librarian Search- Interviews are being conducted for Community Outreach Librarian and Youth Service Librarian.

14. **Date of Next Meeting**: October 10, 2019

15. **Executive Session** – 7:30 pm

16. **Adjournment**: 7:50 PM

Respectfully Submitted,
Shanna Leggett,
Recorder