

Board of Trustees
Beth Binde, Pres
Mireya Alfonso
Deborah Celey
Carmen Diaz
Nilda Gutierrez
Josephine Marchetta
Russell Marchetta
Karen Monus
Benito Ortiz
Cecilia Claflen, Emeritus

New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

Minutes, Board of Trustees

March 25, 2015 5:00 p.m.

1. Announcement of Compliance with Open Public Meeting. Notice of the meeting was sent electronically to the Home News Tribune and was posted in the library, on the library website, and at City Hall.
2. Call to Order.
3. Roll Call. Present: Alfonso, Binde, Celey, Gutierrez, J. Marchetta, Monus, Ortiz; Excused: Claflen, Diaz, R. Marchetta; Staff: Belvin, Crittenden.
4. Oath of Office. Deborah Celey was sworn in by Board President Beth Binde.
5. Approval of Excused Absences. Ortiz (Alfonso), unanimous.
6. Approval of Agenda. Ortiz (Celey), unanimous.
7. Approval of Minutes for February 25. Monus (J. Marchetta), unanimous.
8. Approval of Bills. Ortiz (Celey), unanimous.
9. Financial Disclosure Statement. Belvin urged the Board to complete these forms early. The online site will be open from March 30 to April 30, 2015.
10. Committee Reports.
 - 10.1. Policy Committee.
 - 10.1.1. Approval of Grant Applications: The only policy that Belvin found was Eau Claire Wisconsin. The Eau Claire policy states that the Director approves a draft application for a grant and reviews the applications and fiscal rules before submission to the granting agency. When possible, existing or planned grants and their revenue and expense amounts are included in the next budget. Letters of support for grant applications written by other agencies may only commit the library to receiving funds or services under the grant and must be approved by the Director. No commitment may be made to provide staff support or expend any library funds for such a grant without prior approval of the Director.
 - 10.2. Finance Committee.
 - 10.2.1. Budget: Belvin reported that the City Administrator requested an adjustment of the library's request by \$18,000 which Belvin did. Belvin commented that at the requested funding, operations should be able to continue at the present level. His concern, due to the cost of snow removal and salting, was the Building Maintenance category that contains items such as elevator maintenance and inspection, plumbing repairs, janitorial supplies, HVAC repairs, fire and burglar alarm company fees, furniture repairs, hardware, paint, electrical components and light bulbs, and bee removal and which are not avoidable.
 - 10.3. Friends' Liaison: After many years of dedicated service, Marie Borbely has resigned from the Board of the Friends of the Library. The Book Sale is April 10 and 11.

11. Director's Report.

- 11.1. Boundary Spanning Leadership: Belvin and Samantha Baird attended the Boundary Spanning Leadership Workshop sponsored by the New Brunswick Health Collaborative on March 19 and 20. The workshop was presented by the Center for Creative Leadership. Belvin commented that a number of their models such as the Social Identity Mapping model and the Direction-Alignment-Commitment Leadership model were quite helpful. He is currently reading *Boundary Spanning Leadership: Six Practices for Solving Problems, Driving Innovation, and Transforming Organizations* by Ernst and Chrobot-Mason.
- 11.2. Children's: Belvin and Dr. John Anzul, the Assistant Superintendent of New Brunswick Public Schools will meet on April 13 to explore how best to cooperate.
- 11.3. Chinese New Year: The Chinese New Year celebration on March 1 was very successful with over 100 people attending.
- 11.4. Exhibitions: Belvin expanded the previous list of ongoing programs with some of the major exhibitions the library has had. Many were sponsored by the American Library Association, the National Endowment for the Humanities, the Gilder-Lehrman Institute, the National Library of Medicine, or Rutgers (or combinations of same), et al. They were supported directly or in cooperation with the Friends of the New Brunswick Free Public Library, the New Brunswick Historical Society, or the New Brunswick African-American Heritage Committee.

The Great Experiment: George Washington and the American Republic. 2002

Changing the Face of Medicine: Celebrating America's Women Physicians. 2005

Exploring the Universe @ Your Library. NASA and the Space Telescope Science Institute. 2005-2006

John Adams Unbound. 2008

Fighting the Fires of Hate: America and the Nazi Book Burnings. Holocaust Memorial Museum. 2010

Fertile Crescent. Rutgers Institute for Women and Art. 2011

In a Nutshell (Maurice Sendak). Rosenbach Museum & Library 2011

Lincoln: The Constitution and the Civil War. 2012

Santa Maria de Zacatepec. Center for Latino Arts and Culture. 2013

Created Equal: America's Civil Rights Struggle. 2014

Marking Time: Prison Arts and Activism Conference and Exhibition. Institute for Research on Women. 2014

- 11.5. Facebook: The library's Facebook page has about 840 likes, a Total Weekly Reach (the number of people who have seen any content associated with your Page) of 1,280, and 86 People Engaged (the number of unique people who have clicked, liked, commented on or shared our posts).

- 11.6. Henry Guest House Roof: the Henry Guest House roof replacement was finished on March 24. The only problem was at completion when a nail pierced an alarm wire. AFA replaced the damaged wire the next day and the contractor will be responsible for the cost of repairs.
- 11.7. Kiwanis: Belvin spoke about the library at the New Brunswick Kiwanis on March 16.
- 11.8. LMxAC: The Elizabeth Public Library is now member of LMxAC. Their holdings will begin showing in the online catalog in a few months. There will be a demonstration of Hoopla, an online streaming service used by the Metuchen Public Library, at the June General membership meeting. The new online catalog interface will highlight locally owned items and may have a librarian's view with format / media type choices.
- 11.9. Poetry: There were 67 poets who submitted entries. This is in total fewer than in previous years but is actually more unaffiliated people since New Brunswick High School did not participate this year.
- 11.10. Pop Up Drill Down: The application that Dr. Carrie Ferraro of the Institute of Marine & Coastal Sciences submitted to the National Science Foundation, "Pop-Up and Drill Down Science" to develop a mobile experience that brings the science of ocean drilling to the public has passed the initial screening process.
- 11.11. Reference: Rosy Henderson encountered a different reference question when a patron who is autistic wanted to contact publishers because he wanted to encourage them to publish information for neurotypicals (people not on the autism spectrum) about the sexual behaviors of people with autism, including communication about sexual intimacy.
- 11.12. Suggestions: The suggestion box continues to get a variety of comments. Many of them praise specific staff members. Some of the complaints were about the waiting time for the public restroom; the condition of the restroom; the behavior of people the writer identifies as homeless; lighting; and a request for more programs.
- 11.13. Summer Reading: This summer's theme is "Every Hero has a Story." Tamara Richman wants to shift the focus of the summer reading club to be more inclusive and while still encouraging reading also promote writing and math. Saturday, June 20th from 2:00 p.m. to 4:00 p.m. will be the kickoff and, weather permitting, will be outside so people may be more aware of the program. The number of times a child comes to the library and checks in with our volunteers will be counted and reflected in the prize structure.
- 11.14. Tween: Mary Nelson sent a very nice thank you to Chelsea for her participation in Ground Hog Job Shadow Day 2015.
12. Unfinished Business.
13. Old Business.
14. New Business.
15. Other Matters.
 - 15.1. Libraries of Middlesex Library Leadership Breakfast will be April 17 during National Library Week from 8:00 a.m. to 9:30 a.m. at the East Brunswick Public Library. Celey and Binde will contact Council members about attending.
 - 15.2. NJLA Annual Conference will be April 20 to April 22, 2015 at the Ocean Place Resort in Long Branch. Celey is attending the Friends preconference on Monday, April 20, Binde on April 21, and J. Marchetta on April 22.
16. Public Comment.
17. Adjournment. Ortiz (Alfonso), unanimous.

Next Meeting April 22