

New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

Fax 732-846-0226

Minutes, Board of Trustees

May 23, 2012 5:00 p.m.

Approved September 26, 2012

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, Clafien, Diaz, Marchetta, and Ortiz; Absent: Gutierrez; Staff: Belvin, Crittenden.
4. Approval of Agenda. Marchetta (Celey), unanimous.
5. Approval of Minutes of the February 22 Meeting. Binde (Ortiz), unanimous.
6. Approval of Bills. Ortiz (Celey), unanimous.
7. Committee Reports.
 - 7.1. Finance Committee.
 - 7.1.1. Equities: Committee Report. Due to the ill health of one member and other commitments of another member, the committee had been unable to meet.
 - 7.1.2. Budget. The Public Hearing will be Wednesday, July 18 at 5:30 p.m.
 - 7.1.3. Treasury Bond. A \$30,000 note matured on April 30. It was suggested that a \$50,000 Treasury Note laddered as the other Notes are would be appropriate. The Board directed Belvin to arrange the purchase of a \$50,000 Treasury Note on the best terms available. Ortiz (Celey), unanimous.
 - 7.2. Policy Committee.
 - 7.2.1. Computer Use: The librarians have discussed the issue of having patrons not wait for 30 minutes after logging in twice. They intend to observe computer usage and wait times for a couple of months and will revisit this.
 - 7.2.2. Meeting Room: The New Brunswick Domestic Violence Coalition has contacted Belvin about the possibility of using the library front lawn as a rally point and using Henry Guest House space for organization. They anticipated 175 to 200 people for their march on Saturday, October 27.
 - 7.2.3. Public Exhibits Policy. Belvin commented that the he has not always been as exacting in implementing this policy as he should have been. A number of the large exhibits that the library has brought in required or requested insurance riders that the City has obtained at no cost to the library. However, the Board should have approved those exceptions to the policy before the exhibit. An exception will have to be made for the Lincoln: The Constitution and the Civil War exhibit which will be here from August 7 to October 1 including set up and tear down. They are suggesting an insurance rider of \$50,000 that Belvin has requested from the City. Exception approved Ortiz (Celey), unanimous.
 - 7.2.4. Policy on Library Resources and Confidentiality. Belvin submitted suggestions for an update to this policy especially in the area of social media. Approved with corrections, Ortiz (Binde), unanimous.
 - 7.3. Program Committee.
 - 7.3.1. College and Teens. The library will host admissions representatives from several public and private schools and universities on Wednesday, May 30 to discuss admission, tuition, financial aid, academics, campus life, and more. A number of schools will be represented at the event, including New Jersey State University,

Kean University, Middlesex County College, Lincoln Technical Institute, and William Paterson University.

7.3.2. New Brunswick in Motion. The fifth annual photography contest's theme is "New Brunswick in Motion. Photographs entered in the contest will be displayed in an exhibition at the Heldrich Hotel and at the library. On Friday June 8 at 6:00 p.m., there will be a reception where the winners will be announced. Three programs accompany the contest.

7.3.3. Summer Reading Program: Planning is moving along on this major activity. Starbucks has donated five \$10 gift cards and are donating drinks for our Summer Reading Fair. They are also providing hot chocolate and other drinks for our children's Holiday Party. The Summer Reading Kickoff will be June 16 from 1:00 to 4:00 p.m. The Children's Room will be closed that day as well as on Saturday August 11 for the Faire.

7.4. Friend's Liaison. Belvin and Claflen reported that the June 6 Brown Bag Lunch Program will feature a jazz trio from the Mason Gross School of the Arts. The Friends Annual Meeting will be on Monday, June 11 at 1:45 p.m. in the library's Community Room for elections for board members and for the office of secretary. The Friends are planning to purchase a grill for the summer program. Board members recommended contacting E & A Hotel & Restaurant Equipment and Supplies in Plainfield.

8. Directors Report.

- 8.1. Historic Pictures: Judge C. Judson Hamlin has joined the firm of Keefe and Bartels and wanted to decorate their New Brunswick with historic pictures. He was referred to the library by Old Man Raffertys and Bill Hamilton. Belvin helped the Judge and Katherine Dart, the Office Manager select over forty possibilities from pictures the library had already scanned and Belvin burnt them to a CD.
- 8.2. Tax Assistance. Beta Alpha Psi, the Accounting and Finance Honors Society at Rutgers again did tax help in conjunction with the IRS VITA program. There were 18 sessions where an average of 15 people received tax assistance for a total of 276 people. The two busiest days were Saturdays, February 4 and February 25 where 24 and 23 people respectively received help.
- 8.3. Roaring Wispier: On Sunday, May 20, Belvin attended the first public showing of *Roaring Whisper*, the story of African-Americans in New Brunswick. Belvin was an advisor to the African-American Heritage Committee.
- 8.4. Puerto Rican Action Board 40th Anniversary: Belvin was able to attend their celebration on May 19.
- 8.5. Robert Wood Johnson Foundation Day of Volunteerism: Belvin attended a meeting on April 30 at New Brunswick Tomorrow where the Foundation received input about its plans for a Day of Volunteerism to celebrate its Fortieth Anniversary.
- 8.6. School Based Youth Services Program: Camille Thompson has been invited to be a member of their Community Liaison Board.
- 8.7. Mayor's Office Tour: A number of the Mayor's staff toured the library and the Henry Guest House on May 2.
- 8.8. LMxAC Executive Board: Belvin nominated Linda for a three-year term on the LMxAC Executive Board. She was not selected for the position but was invited to be nominated next year.
- 8.9. Grant Applications: *Discover Tech: Engineers Make a World of Difference*, is a traveling exhibit sponsored by the American Library Association in partnership with the National Center for Interactive Learning at Space Science Institute, the Lunar and Planetary Institute and the National Girls Collaborative Project that will be circulating to host sites from September 2012 through June 2014. The exhibit, which will spend eight weeks at each host site, features interactive displays that are aimed at teaching how Engineers solve real life problems in high and low-tech ways. The exhibit comes with \$1,000 grant, which can be used for accompanying programs. We have planned six programs (two for children, one for teens, two for families, and one for adults) in collaboration with several Rutgers faculty members and the Rutgers Engineers Without Borders Student Chapter. We will be notified as to whether we are selected as one of the eight host sites in early July.
- 8.10. Glass Floor: A pane of the glass floor in the stacks cracked and Belvin is trying to replace it. South River Glass did not want to replace it unless Belvin obtained specifications and approvals from a glass-flooring engineer. Belvin emailed a number of libraries that have or had glass flooring for

assistance. None were able to provide replacement sources or specifications. Architectural Glass Flooring & Cast Glass in Georgia did supply two samples. However, Jeremy Woodoff of the Historic Preservation Office of the New York City Department of Design & Construction did get in touch with him and put him into contact with Thomas Mongiove of Mongiove Associates who were redoing the Park Slope Branch of the Brooklyn Public Library. They had just removed the old glass floor panes from their stacks and were willing to donate a couple to the library. Belvin went to Brooklyn on May 16 and brought the glass back. Although William Schrum, the Building Inspector, was willing to permit historic for historic replacement, the assurances and cost that South River Glass required to cut and install the glass precluded their proposal. Belvin will be seeking another glass company to install the glass.

- 8.11. Volunteers: Johnson and Johnson May 9. Sixteen volunteers from Johnson and Johnson did painting at the library on the evening of May 9. They painted the staff bathroom, the director's office, and the stairwell. Belvin commented that he did the upper work in the stairwell with the assistance of his son John and a twenty-eight foot ladder that he brought from home.

9. Old Business.

- 9.1. Keeping the Vision While Keeping the Lights On: The New Jersey State Library, LibraryLinkNJ, and the New Jersey Library Association sponsored an event on May 23. Joan Frye Williams and George Needham lead discussions of the issues facing libraries including making hard choices and sustaining the services that are of most value to patrons. It was held at the Sheraton Eatontown.

10. New Business.

- 10.1. New Jersey Library Trustee Institute: The Institute will be June 2at the Sheraton Eatontown. This full day conference features a Keynote session, eight (8) workshops on a variety of topics such as Roles & Responsibilities of Library Trustees, Hiring Your Library Director, Working with Friends Groups, Trustees' Role in Fundraising, Marketing Your Library with Social Media, Strategic Planning, and 21st Century Library Trends. There will also be a plenary session on Library Law with Beth Hindsdale, Esq. The New Jersey State Library will once again send one trustee from every library for free to the Trustee Institute. Sending one trustee to this event is enough to satisfy the 7 hour per year trustee training requirement for Per Capita State Aid. Additional trustees are encouraged to attend at \$75.00 each.

11. Adjournment. Binde (Ortiz), unanimous.