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Russell Marchetta
Karen Monus
Benito Ortiz
Cecilia Clafien, Emeritus

New Brunswick Free Public Library

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Minutes, Board of Trustees

April 24, 2013 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: Celey, Clafien, Diaz, J. Marchetta, Monus, Ortiz; Excused: Alfonso, Binde, Gutierrez, R. Marchetta; Staff: Belvin, Crittenden. Ortiz presiding.
4. Approval of Excused Absences. Celey (Monus), unanimous.
5. Approval of Agenda. Monus (Diaz), unanimous.
6. Approval of Minutes of the March 27 Meeting. Diaz (Celey), unanimous.
7. Approval of Bills. Tabled by unanimous consent.
8. Committee Reports.
 - 8.1. Finance Committee. No report.
 - 8.2. Policy Committee. No report.
 - 8.3. Program Committee.
 - 8.3.1. Poetry: Bernardsville Public Library had their best-attended poetry reading and is very interested in repeating the joint effort next year. Our poetry reading will be April 29.
 - 8.3.2. Photography: The Sixth Annual Photography Contest started April 8. This year's theme is "New Brunswick: my city." There will be three photography workshops on successive Thursdays May 9, May 16, and May 23. The reception will be Friday July 12 at 6:00 p.m.
 - 8.3.3. Summer Reading: Darby is modifying the Summer Reading structure so the summer program is less intensive for children who have not yet completed kindergarten. The children would track of literacy activities rather than just reading. If they achieve the ultimate goal, they will be invited to an end-of-summer "after hours" (6:00 p.m. to 8:00 p.m.) pajama party in the Children's Room. This program will place an emphasis on preparing this age group entering school while simultaneously helping to streamline the book reporting process. Children who are entering grades 1 and up in the fall would participate in the summer reading program as it has been run.
- 8.4. Friend's Liaison. The City Administrator, Thomas Loughlin, III spoke on April 3. The Friend's Book Sale was Friday, April 12 and Saturday, April 13. Classical pianist Dennis Kobray will perform at the May 1 Brown Bag Lunch Program. The Friend's Board has clarified for the staff its intent about the piano and the TVs. The Friends gave the piano to the library for programs sponsored by the library or by the Friends. Any other use by a group must be pre-approved by the Friend's Board which meets the first Mondays from September to June. It is not for individual use. The televisions in the Carl T. Valenti and in the Henry Guest House are intended to be used by the library, the friends, and groups that have scheduled the Meeting Room within the guidelines of the library's Meeting Room Policy. It is not for individual use.

9. Directors Report.
 - 9.1. Behavior: the Post Office returned the certified letters sent to the parents of the teenagers involved in the Thursday, March 7 incident. Both had been unclaimed.
 - 9.2. CCTV: the improved cameras enabled Belvin and Ortega to assist the police with clear pictures of a bike thief.
 - 9.3. Digitized Newspapers: The library has received a nice email thank you from a descendant of the Tunison family expressing her appreciation of the Internet accessibility of the older New Brunswick newspapers.
 - 9.4. Dorothy Long Painting: Dorothy Long was a long-time librarian at our library who donated the Doll House. Patricia Shamy will be donating a painting by Ms. Long.
 - 9.5. Grants: Camille Thompson has submitted an application for a Target Early Childhood Literacy Grant. It is for \$2,000 and would fund Bi-Lingual Math and Science Story time for summer 2014.
 - 9.6. Henry Guest House Shutters: Belvin will meet with Bob Russell of HMR Architects next week.
 - 9.7. Hypodermic Needles: Two weeks ago, one of the Library Assistants found a hypodermic needle between the pages of a book. The needle was disposed of properly.
 - 9.8. Lead: Belvin has another EPA certified painter coming in on Thursday, April 25.
 - 9.9. LMxAC: LMxAC is moving forward on a yearlong project to provide electronic access to magazines through Zinio. LMxAC funds this project and there will be no additional charge to LMxAC members. Zinio is a service that provides current magazines online (and through mobile devices) in a browsable format. Unlike most databases, Zinio provides access to the full magazine issue. Browsing a magazine through Zinio mirrors leafing through the physical copy. Zinio provides an option to deliver a 24/7 browsable magazine collection to library patrons. Zinio's access is multiuser, there is no limit to the number of people who can download an issue of a magazine and no complicated checkout or return process. Once the patron downloads the magazine issue it is theirs.
 - 9.10. Marriage: Darby DeCicco was married on April 27.
 - 9.11. New Jersey Library Association: Regrettably, none of the nominations we submitted were awarded.
 - 9.12. Restrooms: Belvin and his son painted the floor and rehung the door over the Good Friday—Easter weekend. The window above the public restroom has been replaced so that an exhaust fan can be installed.
 - 9.13. Rutgers Day: Kavita and Rosy will be at Rutgers Day on Saturday, April 27 to promote the library.
 - 9.14. Security: Belvin had spoken with Police Chief Anthony Caputo who asked about what specifically the library wanted. Belvin has started a list of duties and needs which will be expanded at Friday's Librarian's Meeting. Items so far are: Make regular rounds of the interior and exterior of the library; Lock and unlock the Henry Guest House for meetings; Patrol and monitor the public and staff parking areas; Respond to staff calls for assistance; Respond to medical emergencies by calling for appropriate assistance; Explain behavioral rules to patrons; Enforce correction of infractions through verbal warning; Asking people to leave if their behavior is inappropriate [with? or without? the approval of the librarian in charge]; Detain serious offenders for proper authorities [Belvin said he was dubious on this]; Initiate calls for assistance to Police, Fire, and EMTs as needed; Complete Incident Report forms; Enforce safety rules; Investigate and handle disturbances and obtain appropriate emergency response. [Belvin hopes to make this more specific.]; Identify and report security and/or safety conditions and concerns; Ensure doors and cabinets are locked; and Refer questions about library services to appropriate library staff. Belvin said that he did not want them to perform

library-related duties outside their security responsibilities such as "watch the desk" for a minute. It had been suggested by Camille Thompson that "Building Monitor" was better term for what they could do.

- 9.15. Take Your Son or Daughter to Work Day. The City is having a Take Your Son or Daughter to Work Day on Thursday, April 25. The children will be visiting the library and Kavita will be giving them a tour.
 - 9.16. Tax Assistance: Over 250 people were assisted with their taxes and had their returns filed electronically by the VITA volunteers from Beta Alpha Psi. There were 206 appointments made for the 17 days when taxes were done with the busiest day being the first Saturday with 28 people and the last Saturday with 22 people having appointments.
 - 9.17. Willowgrove Cemetery Index: The online index to the burials in Willowgrove Cemetery has been listed in the New England Historic Genealogical Society's weekly email newsletter.
 - 9.18. YAAR Meeting: The April 23 meeting was a tour of the Zimmerli Art Museum.
10. Old Business.
 - 10.1. New Jersey Library Association: The 2013 Annual Conference will be held at June 3 to 5 at Revel Resort. The keynote speakers will be Stephen Abram and Laura Lippman. The Garden State Book Awards lunch will have as its speaker David Levithan.
11. Adjournment. J. Marchetta (Celey), unanimous.

Next Meeting May 22