

New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

Minutes, Board of Trustees

April 27, 2016 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, Diaz, Johnson, J. Marchetta, R. Marchetta, Monus, Ortiz; Staff: Belvin, Crittenden.
4. Approval of Agenda. Ortiz (Celey), unanimous.
5. Approval of Minutes for March 23. Alfonso (Celey), unanimous.
6. Approval of Bills. Ortiz (Celey), unanimous.
7. Committee Reports.
 - 7.1. Policy Committee.
 - 7.1.1. Reference Policy.
 - 7.1.1.1. Printing: A patron was concerned that his card was expiring and he had a \$6.95 positive balance on his card for printing. The library's procedure is that we do not refund printing balances. The policy statement is "Printing from Electronic Media: Patrons may print five pages per day without charge. Additional pages are charged at 10¢ per page." The procedural interpretation is "Patrons may either prepay and establish a credit balance or interrupt their session to pay when they reach the \$1.00 maximum debit balance. Sessions are not automatically extended for the payment process. There are no refunds of unused credit balances...Credits and balances due carry over from day to day." A parallel in many libraries is copy cards where you purchase a card for \$1.00, \$5.00, or \$10.00. If you do not use all of the card balance, you lose the funds.
 - 7.2. Finance Committee.
 - 7.2.1. Budget. The City Administrator submitted the 2016 budget to the City Council on April 6 and the budget hearing was set for May 4. The library's proposed appropriation is \$1,434,565.68. This is a 5.7% increase over the 2015 appropriation. The City's operating expenses increased by 3.9%. The total direct operating expenditures will be about \$1,512,035, which will require \$27,370 from endowment income as well as the per capita state aid and fines and fees.
 - 7.3. Friends' Liaison: the Friends of the Library are rebranding the Noontime Lunch programs. They will no longer be Brown Bag Lunch programs, there will be only six of them per year (October through December and February to April) plus the annual meeting in June, they will start at 12:30 p.m., and will have a theme. The coming year's theme will be a celebration of the arts. The book sale was very successful with over a thousand books back into the hands of readers. It raised \$2,123, a 7% gain over last year. The Friends highlighted the opportunity to have children from Ms. Reitsma's class come at the opening of the book sale.

8. Staff Presentation. Karen Stuppi did a presentation on services for children. Kim Adams' presentation on the Archives will be July 27.
9. Director's Report.
 - 9.1. Cable Television Citizens Advisory Council: Belvin is now the Library Board's representative to the Cable Television Citizens Advisory Council.
 - 9.2. Disaster Planning: Jackie Oshman will attend the New Jersey State Library's workshop on Disaster Planning.
 - 9.3. Holi Festival: The Holi Festival was very well attended by a very diverse audience.
 - 9.4. Impervious Cover: The Rutgers Cooperative Extension Water Resources Program has produced a report, *The Impervious Cover Reduction Action Plan for New Brunswick City...* (www.water.rutgers.edu/Projects/NFWF/RAP/RAP_New_Brunswick_Final.pdf). Included in the report is a recommendation that the library consider a bioretention system for storm water runoff in front of the library and pervious pavement in the Welton Street parking lot.
 - 9.5. Judy Freeman: Ms. Freeman donated another fifteen boxes of books.
 - 9.6. Literacy: Belvin reported that the Tuesday conversation group run by one of our volunteers had a total attendance of 70 for its five sessions in March, the highest ever. The January through April attendance for this one series was 192 compared to previous year's 93 attendees.
 - 9.7. LMxAC: LMxAC will be instituting a number of steps to improve their current telecommunications infrastructure. This includes separate VPN connections for member libraries, the replacement of old routers, and an upgrade LMxAC's central site firewall.
 - 9.8. Newspaper Digitization: Belvin mentioned that a patron had sent an appreciative email because she had finally found a 1923 article about a family member who was killed in a hit and run accident.
 - 9.9. Photography: The opening reception will be June 10.
 - 9.10. Poetry: The Eighteenth Annual Poetry Month Celebration Reading was April 25. There were 37 participants. Twenty-four evaluations were returned with 21 people rating the program excellent and three rating it OK. Three people suggested a short story anthology.
 - 9.11. Rutgers Day: The library will have a table at Rutgers Day.
 - 9.12. Rutgers Honors: Belvin gave another group of Rutgers Honors Program students a presentation of the history of New Brunswick and a tour of the Henry Guest House and Willow Grove Cemetery on March 30.
 - 9.13. Scarlet Day of Service: Volunteers from Rutgers cleaned blinds, helped improve the children's garden, and assisted in disposing of old furniture.
 - 9.14. Senior Center: Belvin gave a presentation on April 12 to the Senior Center members. His topic was Vanished New Brunswick Cemeteries.
 - 9.15. Sister Republics: Belvin attended a reception at the Rutgers Honors College for students involved with *Sister Republics*, a Rutgers 250 exchange partnership with University College, Utrecht on April 18.
 - 9.16. Sisters in Crime: The library is applying for a grant from Sisters in Crime, an organization that supports and promotes female mystery writers.
 - 9.17. Summer Reading Faire: The faire will be August 13.
 - 9.18. Taxes: the VITA volunteers assisted 267 people in 14 sessions. The Friday sessions averaged 13 people per day while the Saturday sessions averaged 25 people.
 - 9.19. Tutors: As happens every year, the Rutgers tutors will end with their semester. Once again, the Health Science High School will be providing tutors from May 11 until the end of May and possibly into June.
10. Unfinished Business.

11. Old Business.
12. New Business.
 - 12.1. New Brunswick School Superintendent Aubrey Johnson gave an overview of the direction of the school district.
13. Other Matters.
 - 13.1. NJLA Conference: The annual NJLA Conference will be May 16 to May 18 at Harrah's Waterfront Conference Center in Atlantic City.
14. Public Comment.
15. Adjournment. Celey (Ortiz), unanimous.

Next Meeting May 25