

New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

Minutes, Board of Trustees

August 24, 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: Binde, Celey, J. Marchetta, Ortiz, Williams; Excused: Diaz, R. Marchetta, Monus; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Ortiz (Binde), unanimous.
5. Approval of Agenda. Ortiz (Celey), unanimous.
6. Approval of Minutes for July 27. Ortiz (Binde), unanimous.
7. Approval of Bills. Celey (Ortiz), unanimous.
8. Committee Reports.
 - 8.1. Policy Committee.
 - 8.1.1. Logos. Belvin reported no progress on a logo policy.
 - 8.1.2. Disaster Policy. The State Library is encouraging libraries to have a disaster policy.
 - 8.1.3. Reference Policy: There was a procedural change for the signing by the parent on Internet Use form from signing in the library to mailing it to the parent.
 - 8.1.4. Expiration of Fines. There was a discussion of having a uniform expiration of library fines and penalties with a time limit of five to seven years.
 - 8.2. Finance Committee. No report.
 - 8.3. Friends' Liaison: The Friends Board's next meeting will be September 12.
9. Director's Report.
 - 9.1. Active Shooter Tour: Belvin has conducted another staff safety tour.
 - 9.2. Better World Books Literacy Grant: The library did not receive the Better World Books Literacy Grant for a "Read With Your Baby" program.
 - 9.3. Career Connections: The State Labor Department will hold the formal kickoff in September.
 - 9.4. Carpeting: The Community Room carpeting is in the process of being replaced.
 - 9.5. Children's Services: The Children's Room will return to regular hours on September 6. The weekly and monthly programs such as Readers Club, Read & Play story time, the library 'Zine, and Garden Club will continue. Two new recurring programs will be Relax!, a relaxation and mindfulness program for children; and Young Athletes, guided activities for children with special needs. Two of the special events scheduled are *Happy Birthday, National Park Service!*, a "birthday party" celebrating the centennial of the National Parks system, on September 7; and *Roald Dahl Day* on September 13, which will have food and games that follow the themes of his books.
 - 9.6. Civil Service: The City is updating its files.
 - 9.7. Curiosity Creates: The final funds from the Curiosity Creates grant were used to purchase photography and digital hosting equipment for the library magazine. This Fall, participants will more deeply explore aspects of photography and also social media for expansion of the zine's online presence. The zine staff will continue to meet bimonthly starting on September 16.

- 9.8. Guest Portraits: Belvin has been in contact with the Guest family again about the loan agreement.
- 9.9. Henry Guest House Shutters: Belvin is waiting for an update from the architect.
- 9.10. History: Belvin gave a PowerPoint presentation to the New Brunswick Kiwanis on New Brunswick history on August 8 and August 15. He will be giving similar presentations to the Rutgers Community Service volunteers and the Rutgers Public History class.
- 9.11. Holds: The library belongs to a consortium (LMxAC) that gives our borrowers both direct access to 2.7 million books and other materials, and permits them to have the item sent to our library to be picked up. Last year there were 280,000 items shipped from one library to another for a patron and then returned including about 75 per week for our patrons. Belvin said that given the complexity of the process, sometimes errors occur. His example was an item reserved by a New Brunswick patron at the end of July. The hold was filled and placed into delivery by the owning library on August 1. For unknown reasons the item went to Middlesex County College instead of New Brunswick. There are several ways this could have happened but the common denominator is human error. On August 8, MCC corrected the problem and sent the item on to New Brunswick.
- 9.12. Hungarian Collection: Ruschak is awaiting a response from the American Hungarian Foundation.
- 9.13. Literacy: The Summer Conversation Café over its eight weeks had 213 facilitation hours for 43 participants with an average attendance of 18.
- 9.14. Adult Summer Reading Lobby Trivia Game: The Lobby Trivia Game averaged thirty participants per week.
- 9.15. MAAST: The Math & Science Story Time ended its fifth year this summer with an average of 30 participants (children and parents) each week. Retired district kindergarten teacher Linda Stork led the bilingual sessions each week, with the assistance of researchers from Rutgers NIEER. Children and families participated in story activities and hands-on educationally reinforcing crafts, in addition to receiving a free copy of each week's book and at-home activity suggestions to keep the learning experience going between weeks. Rutgers' National Institute for Early Education Research also donated copies of each book for the library's collection. MASST will receive a small feature in the forthcoming Idea Book entitled *Family Engagement in Public Libraries* from the research partnership between Harvard's Graduate School of Education and the Public Library Association.
- 9.16. Middlesex County Correctional Facility: The library received a request from the Facility Librarian at the Middlesex County Correctional Facility for discarded books. The staff is gathering some books which he will pick up on August 25.
- 9.17. Pump Station: The new pump station behind the library is complete except for the paving.
- 9.18. Rain Garden: Belvin shared the diagrams on the Rain Garden proposal.
- 9.19. Reference: Two challenging questions received recently were a location in the New Brunswick area for a summer camp, Camp Harmony, that an attorney in Virginia had attended during the 1950s, and who wore number 19 on the 1926 New Brunswick High School championship football team.
- 9.20. Rutgers Community-University Research Partnership Grant: Belvin is awaiting the scheduling of the focus group meetings.
- 9.21. Summer Reading:
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| Children's Summer Reading | 2015 | 2016 |
| Sign ups | ~350 | 305 |
| Participants (one or more visits) | 163 | 137 |

Attended library programs	864* at 44 programs	905 at 82 programs
Reading Report Visits		841
Books Reported On		1,869
Qualified for Faire		46
Faire Attendees	60	70 including 29 qualifiers

- 9.22. Summer Adult Programs and Activities: The Kick-off had 70 participants and the Walking Challenge had 36. The greatest number of participants was for the Lobby Trivia (129).
- 9.23. Summer Reading Faire: Despite some concerns about unfinished construction work, the Summer Reading Faire was a major success. This is thanks to tremendous efforts by Karen Stuppi and Chelsea Woods-Turner, many of the New Brunswick High School and New Brunswick Health Sciences High School volunteers, Rutgers Scarlet Cross, many other library staff and their family members, Dr. Bachman and her colleagues from the Medical School, and Old Man Rafferty's who for the 18th year supplied the food.
- 9.24. Tri-County History Fair: the library will be represented at the Tri-County History Fair at the Plainfield Public Library on October 22.
- 9.25. YAAR Meeting: the August YAAR Meeting was on the Career Connections website. The September meeting will be by Monica Reyes of New Brunswick Tomorrow on the Live Well App.
10. Unfinished Business.
11. Old Business.
 - 11.1. New Jersey State Library Trustee Institute will be September 10. Celey is attending.
12. New Business.
13. Other Matters.
 - 13.1. LMx Awards Reception will be December 6.
14. Public Comment.
15. Adjournment. Ortiz (Celey), unanimous.

Next Meeting September 28

* Includes an estimate of 400 for Kickoff.