

New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901
732-745-5271

Minutes, Board of Trustees December 14, 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, Diaz, J. Marchetta, R. Marchetta, Ortiz, Williams; Excused: Monus; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Binde (Ortiz), unanimous.
5. Approval of Agenda. Diaz (Celey), unanimous.
6. Approval of Minutes for October 26. Celey (Ortiz), unanimous.
7. Approval of Bills. Ortiz (Celey), unanimous.
8. Nominating Committee.
9. Closing Policy and Calendar of Operations 2017. See attached, Approved with the addition of July 3 as a closed day. Ortiz (Binde), unanimous.
10. Committee Reports.
 - 10.1. Policy Committee.
 - 10.1.1. There was a discussion of the need to prevent identity theft in view of the spirit of New Jersey's Identity Theft Prevention Act, NJ 56-11. Belvin will have staff identify any unnecessary records or data that are being kept. Registration cards will only be marked that appropriate registration has been viewed. The specific form and account numbers will not be recorded.
 - 10.1.2. Use of equipment for community meetings. Belvin verified with the Board that use of the piano except for use by the Friends or the library would need preapproval by the Friends' Executive Board. Use of the televisions is for the Friends, the library, and groups that have scheduled the Meeting Room within the guidelines of the policy. Use of projector and sound system in the Community Room is limited to the library and the Friends. None of the equipment is for individual use.
 - 10.2. Finance Committee: J. Marchetta had not received a response to her letter.
 - 10.3. Friends' Liaison: The Friends' Holiday Celebration on December 3 was a presentation by Inspira Performing Arts (IPACC) and the New Brunswick High School Choir. Attendance was very good with about 80 people. Their next program will be Tax Preparation Hints & Tips with Jean Emmanuel Hue Desravines on January 11. The Friends have again supported the staff's Holiday Party as a sign of their appreciation for hard work of the staff.
11. Director's Report.
 - 11.1. Building. Belvin noted that Elvin Ortega had been able to save the library a substantial amount by having our existing rug-cleaning machine rehabilitated as well as two of the non-working vacuum cleaners. Ortega also has arranged for the servicing of the elevator smoke alarms. This entails coordinating service calls with both the alarm company and the elevator maintenance company.
 - 11.2. Carnegie Library: Belvin spoke to a class from Rutgers University about New Brunswick's architecture and social history on November 28.

- 11.3. Central New Jersey United Way and Home News: The LMx children's librarians held a Summer Reading brainstorming discussion with Gloria Aftanski of the United Way and Paul Grzella of the Home News/Courier News/MyCentralJersey.com. They wanted to work on ways to reach more families to keep children reading throughout the summer, especially focusing on children with limited English backgrounds. The new acting County Superintendent, Yasmin E. Hernandez-Manno, was unable to attend the meeting but Gloria Aftanski will be meeting with her in December. Karen Stuppi has supplied Grzella with the emails of all the LMx children's librarians.
- 11.4. Children's Room: Within two days of arrival, all ten copies of the new Diary of a Wimpy Kid had been borrowed. Belvin mentioned that much of the library's outreach is not connected to events for which publicity is generated. He gave as an example, Karen Stuppi's attendance at mini community fair at PRAB Townsend December 7 and the Superintendent's Parent Night at Roosevelt School on December 8.
- 11.5. Chinese Students: On December 5, Belvin and Hsien-min Chen conducted a tour of New Brunswick for twenty-five fifth grade students from the Republic of China who were visiting the New Brunswick Public Schools.
- 11.6. Community Health Collaborative: Belvin participated in a conference call with Jeanette Valentine, the Director of the Greater New Brunswick Community Health Collaborative of the Institute for Health, Health Care Policy and Aging Research at Rutgers, and Nancy Kranich. They are working on a research project about health information resources in local public libraries in several communities in and around Middlesex County. One interesting aspect of the call was the approach the Philadelphia Free Public Library is taking on health resources with the University of Pennsylvania.
- 11.7. Day of the Dead: The Day of the Dead program on October 30 was very well attended with standing room only in the Community Room. Belvin received for the library two statues by Josefina Aguilar, one of which is a representation of the famous Mexican artist, Freida Kahlo. He was also presented with a painting entitled *Viva Frida*. On November 1, Ambassador Diego Gómez Pickering, the Counsel General of Mexico for the New York region, and three of his staff were at the library.
- 11.8. Enhancing Accessibility: Belvin and Kim Adams attended both of the focus group sessions for the Rutgers Community-University Research Partnership Grant that was awarded to Dean Dorothea Berkhout and Dr. David Listokin of the Edward J. Bloustein School of Planning and Public Policy. The grant is to conduct research to identify categories and best practices for making accessible significant New Brunswick materials including creating a preservation assessment plan and organizing the materials with guidance from the New Brunswick Historical Association, the Historical Society, and the archivist of the New Brunswick Free Public Library.
- 11.9. Ezra Jack Keats Mini Grant: Karen Stuppi has applied for an Ezra Jack Keats Mini Grant to purchase Every Child Ready to Read @ Your Library toolkits that were developed by the American Library Association. The toolkits provide handouts and PowerPoint presentations for eight workshops. Some are for other community organizations that focus on parent needs and some for parents to provide them with early literacy practices they can use at home and elsewhere.
- 11.10. Google Community: Belvin and Crittenden met with four members of the Google Community Leaders Program (CLP): New Brunswick Chapter led by Maya Chacko, a Rutgers Senior. A number of possible items were discussed and it was decided to focus on staff training to start. The Google Community Leaders Program is designed to bridge the digital divide in local communities and improve the overall digital literacy and access in the community. The goal is to provide real world, hands-on experience to consult with individuals in the community, while

also providing professional development and exposure to careers at Google and online tools training.

- 11.11. Judy Freeman: Belvin and his son picked up another twelve boxes of new books from Ms. Freeman.
 - 11.12. Learning Express: The library is dropping Mango Languages both because of low use and since the State Library is now supplying Rosetta Stone. The library is adding Learning Express Library, which includes both a set of computer skill programs and job and career information.
 - 11.13. Literacy: Another volunteer tutor reports increasing enrollment in his conversation group. In September and October, attendance averaged almost 16 people per session.
 - 11.14. NJLA: The New Jersey Library Association's legislative priorities for 2017 are proposed as funding the Per Capita Aid program at the statutory level by 2020, improved funding for the New Jersey Library Network, enact A1427/S2633 to permit voter-approved municipal library funding, a Capital Construction Bond Program for public libraries in 2017 (A222/S2171), and support legislation to define and implement a statewide Information Literacy Curriculum.
 - 11.15. Rain Garden: Work on the Rain Garden has been suspended because of the weather.
 - 11.16. Small Business Workshops with Taxation University: There will be a set of programs in March 2017 for small businesses presented by the New Jersey Department of Taxation's Taxation University.
 - 11.17. Super Library Supervisor: Jackie Oshman will be applying for the Super Library Supervisor training.
 - 11.18. Tax Help: Beta Alpha Psi will again be supplying VITA tax help at the library between February 3 and April 8 on Friday and Saturdays.
 - 11.19. Tutoring: High school tutor volunteers are filling the gap caused by the Rutgers break (December 14 through January 16).
 - 11.20. Volunteers: Belvin had expected some volunteers from the Rutgers chapter of Alpha Phi Omega on November 12, however, they did not appear. Also, volunteers from Delta Sigma Phi on December 3 did not arrive.
12. Unfinished Business.
 13. Old Business.
 14. New Business.
 15. Other Matters.
 16. Public Comment.
 17. Adjournment.

Next Meeting January 25, 2017

New Brunswick Free Public Library Hours 2017

The Library is open from 10:00 a.m. to 9:00 p.m. Monday to Thursday, 10:00 a.m. to 5:00 p.m. Friday and Saturday, and 1:00 p.m. to 5:00 p.m. Sundays from January 8 through May 21 and September 10 through December 10. Children's Room hours may vary. The following are exceptions:

Sunday, January 1 and Monday, January 2, 2017

New Year's

Monday, January 16

Martin Luther King Jr.'s Birthday

Monday, February 13

Lincoln's Birthday

Monday, February 20

Presidents' Day

Friday, April 14

Good Friday

Sunday, April 16

Easter

Sunday, May 28 and Monday, May 29

Memorial Day Weekend

Sunday, July 2 to Tuesday, July 4

Independence Day Holiday

Saturday, September 2 to Monday, September 4

Labor Day Weekend

Monday, October 9

Columbus Day

Wednesday, November 22

5:00 p.m. Closing

Thursday, November 23

Thanksgiving

Saturday, December 23 to Monday, December 25

Christmas

Sunday, December 31 to Monday, January 1, 2018

New Year's Day

Monday, January 15

Martin Luther King Jr.'s Birthday

If inclement weather or security concerns require the Library to close at other times, that decision will be made by the Library Director or his/her designate. If possible, the Director or designate will consult with the President of the Board of Trustees before making such a decision. If prior consultation is not possible, notify the President of the Board as soon as possible after the closing as well as the City Administrator. If the Library closes, request WCTC to make a public service announcement.