

New Brunswick Free Public Library

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Minutes, Board of Trustees

February 27, 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: Alfonso, Binde, Celey, Diaz, Gutierrez, Marchetta, Monus, Ortiz; Excused: Clafien; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Celey (Ortiz), approved unanimously.
5. Approval of Agenda. Monus (R. Marchetta), approved unanimously.
6. Approval of Minutes of the January 23 Meeting. Celey (J. Marchetta), approved unanimously.
7. Approval of Bills. J. Marchetta (Ortiz), approved unanimously.
8. Committee Reports.
 - 8.1. Finance Committee.
 - 8.1.1. Budget: Belvin commented that a staff member had asked him about the effect of the Federal sequester. Belvin said he replied that given the ripple effect on state and local governments, the impact was unpredictable at this point.
 - 8.2. Policy Committee.
 - 8.2.1. Reference Policy Changes: Belvin said most patrons had accepted the changes.
 - 8.2.2. Display Policy. The addition of *sale or services provided* to the prohibited items was approved. Ortiz (Guiteerez), approved unanimously.
 - 8.3. Program Committee.
 - 8.3.1. College Fair: The library's Third Annual College Fair will be at the Health Sciences Technology High School. It will be held from 3:00 p.m. to 5:00 pm on Thursday, April 18.
 - 8.3.2. Computer Tutoring: The computer tutoring with the assistance of the Rutgers Student Volunteer Council has resumed.
 - 8.3.3. Great Migration II. The African American Heritage Committees exhibition for Black History Month is *The Great Migration II to the New Brunswick Area*. The reception for the opening of the exhibition was held on Sunday, February 3 and was attended by about 75 people.
 - 8.3.4. Holi Festival: The Holi Festival will be on March 23. Kavita is already working on securing donations and has a commitment from Fresh Grocer to donate ten cases of water.
 - 8.4. Friend's Liaison. Jennie Fischer, the Vice-President of the Friends fell and broke her hip. She returned home today from the McCarrick Rehabilitation Center. The February program was Professor of Art History Joan Marter, speaking on "Actions and Improvizations: Pop Art, Happenings and Fluxus at Rutgers in the 1960's." The program for Wednesday, March 6 will be a musical group from Mason Gross. The City Administrator, Thomas Loughlin, III will be

speaking April 3. The Friend's Book Sale will be Friday, April 12 from 1:00 p.m. to 7:00 p.m. and Saturday, April 13 from 10:00 a.m. to 4:00 p.m.

9. Directors Report.

- 9.1. 9/11: The City has an I-Beam from the Twin Towers and is considering where to place it. Belvin reported that Tom Loughlin has asked the landscape architect who is working on a number of city projects to consider placing the beam in front of the library.
- 9.2. Fencing: Tom Guldin, the City Engineer, has released the specifications for the fencing and expects bids to be received in early March and a contract awarded March 20.
- 9.3. Laptop Stations: A five-unit laptop station has been installed in the Reference Room.
- 9.4. Lead: Tom Adams of Accredited Environmental Technologies visited the library on Tuesday, January 29 and sent a report on February 15. Adams confirmed during his visit what Belvin had learned from the EPA— that there are no leads standards for public buildings except where an individual child under the age of six would spend more than two hour per day for at least thirty days per year. That would probably even exclude the Children's Room since children that young do not visit for more than two hours per day. Adams also confirmed that lead paint waste could be disposed of in household garbage except for large quantities from construction contractors. Since there are no standards for commercial or public buildings, Adams' report references residential standards and construction industry standards. The review by AET showed that there were a number of areas of lead paint in the building including the stacks, various walls, and the frame of the front door. Belvin met with Loughlin on February 22 and was asked to proceed with the work in Technical Services in the most cautious manner which is using an outside contractor to finish the removal of the deteriorated paint and having it repainted. Further repainting in the building in the future will require using contractors meeting OSHA standards. For additional information about proposed EPA regulations, Belvin suggested <https://www.federalregister.gov/articles/2010/05/06/2010-10097/lead-renovation-repair-and-painting-program-for-public-and-commercial-buildings>.
- 9.5. LMxAC SmartPay: LMxAC allows library patrons to pay bills due to the library online using a credit card. SmartPay does not provide the ability to take credit cards at the circulation desk. Patrons using SmartPay do so at home or via a public access computer. Comprise secures the connection to their service and LMxAC servers do not store any credit card data. LMxAC will deduct credit card fees from the total collected but will not charge an administrative fee. Fees will be allocated to libraries based on item id and/or fine type.
- 9.6. New Jersey Library Association: Camille Thompson with Belvin's approval submitted the name of Judy Freeman for Library Champion and Jennifer Bradshaw, editor of the New Brunswick Patch online newspaper for the 2012 Journalism Award for a for her body of work covering the library.
- 9.7. Restrooms: The original design of the addition placed the Men's Room directly adjacent to the Children's Room entrance. This proved to be unworkable because of numerous criminal and illicit activities despite a series of procedural changes. It also permitted patrons who should not be exposed to the Children's area to have a legitimate reason for being in the area. Last year, we closed the Men's Room because of a mechanical problem and found that having all our patrons use the public bathroom next to the Main Desk permitted us to have better control. However, the number of people using this small facility presents two problems: some of our patrons take an extraordinary time using the facility and despite it being cleaned two or three times a day, there is an odor problem. One patron who we had to call the police to have leave the facility suggested we have a sign in sheet.

- 9.8. Seed Library: Belvin declined Lisanne Finston's request that the library explore hosting a community seed library that would be managed by members of the New Brunswick Community Food Alliance.
 - 9.9. Staff Training Day: On Lincoln's Birthday there was our annual Staff Training Day. Linda Crittenden had arranged with Library Link for a program on conflict management and team building.
 - 9.10. Television: The television the Friends donated has been installed in the Henry Guest House.
 - 9.11. Time Sheets: Donita Jackson came up with an excellent idea to print our time sheets doubled sided which will save both space and trees.
 - 9.12. Volunteers: Currently we do not have an unpaid intern. Camille Thompson has posted an ad at Rutgers SCI for a Part-time volunteer.
10. New Business.
 - 10.1. NJLTA Program: What Every New Library Trustee Needs to Know Now. The flier was distributed.
11. Adjournment. J. Marchetta (Ortiz), approved unanimously.