

Board of Trustees
Mireya Alfonso, Pres
Beth Binde
Deborah Celey
Carmen Diaz
Nilda Gutierrez
Josephine Marchetta
Russell Marchetta
Karen Monus
Benito Ortiz
Cecilia Clafien, Emeritus

New Brunswick Free Public Library

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Minutes, Board of Trustees

January 23, 2013 5:00 p.m.

Approved February 27, 2013

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, Gutierrez, J. Marchetta, R. Marchetta, Monus, Ortiz; Excused: Celey, Clafien, Diaz; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Ortiz (J. Marchetta), unanimous.
5. Approval of Agenda. Ortiz (J. Marchetta), unanimous.
6. Calendar of Board Meetings 2013. Binde (Ortiz), unanimous.
7. Election of Officers. There being no recommendation from the Nominating Committee, the following slate was nominated from the floor: Alfonso, President; Binde, Vice-President; J. Marchetta, Secretary; and Ortiz, Treasurer. Monus (R. Marchetta), unanimous.
8. Approval of Minutes of the September 26 Meeting. Marchetta (Binde), unanimous.
9. Closing Policy and Calendar of Operations 2013. Ortiz (Gutierrez), unanimous.
10. Approval of Bills. Ortiz (J. Marchetta), unanimous.
11. Committee Reports.
 - 11.1. Finance Committee.
 - 11.1.1. Equities: The issue of how to comply with the City auditor's suggestion was discussed. The Board felt that further discussion was warranted.
 - 11.2. Policy Committee.
 - 11.2.1. Photo Release: Belvin noted he was working on modifying the Photography and Location Policy to add a Photo Release section and form.
 - 11.2.2. Reference Policy: Belvin explained to the Board that there were a variety of problems with the current implementation of the policy regarding workstations and supplied the board with proposed changes based on Hsien-min Chen's suggestions. Using flex scheduling, if there are workstations free and there no one waiting for a workstation, the sessions will automatically extend up to the maximum of two hours. The board members who spoke were clear that they felt that a two hour maximum per day was a reasonable and fair limit and that they did not want to add a third hour. They also reaffirmed the two exceptions to the two hour limit—homework and the completion of job applications. The board also felt that people who were self-employed or running a small business using the library computers must abide by the two-hour limit.
 - 11.2.3. Meeting Room Policy: Ortiz suggested that the Board revisit the Meeting Room Policy and consider what costs might be attributable to the organizations using the facilities. He pointed out that the schools charge for the use of their facilities and that budgets are tough. Belvin mentioned that along with the public service that the rooms supply, there is a favorable

public relations aspect to have the rooms available. J. Marchetta said that there might be a difference in the liability the library would incur when renting the space instead of it being a public space. She suggested that the City Attorney be contacted about this. There was a suggestion that encouraging organizations using the room to make donations might be a possibility. Ortiz also brought up that certain organizations such as the friends of the New Brunswick Free Public Library would have to be exempted from the charges. The consensus of the Board was to refer the matter to the Policy Committee when Ms. Alfonso appoints the committee.

11.3. Program Committee.

11.3.1. Adult Summer Reading: Belvin mentioned that the librarians are working on an Adult Summer Reading program.

11.3.2. Children's Fitness: The Robert Wood Johnson Community Health Education Department has contacted the library about a conducting a children's fitness class at the library once a week during the month of February. It will include heart rate monitoring, basic stretching, fitness goals, circuit training, dance, and yoga for children ages 8-14 years to improve basic knowledge and skills of exercise technique.

11.4. Friend's Liaison. The Friends had to cancel their January Brown Bag program because of conflicts in their potential speakers' calendars. The February program will be Professor of Art History, Joan Marter, on February 6. Her topic will be "Actions and Improvizations: Pop Art, Happenings and Fluxus at Rutgers in the 1960's." The Friend's are donating a television for the Henry Guest House and are discussing a garden project in memory of Charles Renda.

12. Directors Report.

12.1. Amusement Park. An author in North Brunswick who writes about the history of baseball discovered the Philadelphia Athletics played in New Brunswick in 1910. They had played at the Amusement Park and the gentleman wanted to know where was located. Jackie Oshman searched and found in the city directories an "Amusement Center" but that moved to be a music hall and bowling alley in a hotel. However, a birdseye map was found that located the Amusement park as between Oxford Street and One-Mile Run and Jersey Avenue.

12.2. Carriage Rides: As president of the New Brunswick Historical Society, Belvin again organized the docents for the carriage rides done by City Market for the holidays.

12.3. Community Arts Council: Belvin is a member of the City's Community Arts Commission. He loaned two carts and some extension cords to the Commission for their Holiday Market at the George Street Playhouse.

12.4. CCTV: Elvin Ortega has been working with a vendor to install better closed circuit cameras. The issue security procedures was raised by Guterrez. Belvin responded that unlike a school, a library cannot do a lockdown and that there was evacuation procedure which might not be feasible in certain situations because of the variety of possible approaches of danger. Binde said that the Department of Homeland Security has developed an course *Active Shooter: What You Can Do* to provide guidance on how to prepare for and respond to active shooter crisis situations, <http://www.dhs.gov/active-shooter-preparedness>. Belvin will explore this.*

* After discussions with Elvin Ortega about the CCTV system, Belvin believes it will be possible to offer the police department remote access to the CCTV system so that in case of an emergency, they can monitor the situation.

- 12.5. Dorothy Dunlap Moore: Dorothy is back after a series of medical challenges that kept her out of work for a number of months.
- 12.6. ElibraryNJ had a large increase in activity in 2012 with checkouts increasing from 674 in 2011 to 895 in 2012. Prior to that, we had 769 checkouts in 2010. In 2012, we had 58 patrons register as new users (42 in 2011) on the website.
- 12.7. Facebook: The library's Facebook page now has over 500 Likes.
- 12.8. Staff Training Day: Lincoln's Birthday will be the Staff Training Day.
- 12.9. Smoke Detectors: The library had three instances of the basement smoke detectors triggering false fire alarms on the January 12 weekend. The first two were while the building was open so the staff evacuated the building. The third one was at 4:30 a.m. on a Tuesday morning and the Fire department was able to access the building using the Knox Box. The alarm company, AFA has repaired some of the defective detectors. The repair of one detector was delayed because it was in the elevator shaft and could not be accessed with the elevator maintenance company being present. Two issues arose from these incidents. At the January 16 Staff Meeting, Belvin emphasized to the staff that they have a responsibility to make sure that the public evacuates the building but they are not obliged to put their own lives at risk. He instructed the librarians that if people will not get off the computers, they should turn off the main breaker on that subpanel in the Reference Room which will cut the power to all of the library's public workstations in that room. It was also found that the alarms could not be heard in the downstairs AD Office and in the Archives. Belvin is arranging for a quote from the alarm company for putting annunciators into those areas and, possibly, adding smoke detectors at the same time.
- 12.10. Bristol-Myers-Squibb Company Anti-Trust Settlement Grant Program: The New Jersey State Library has been selected to administer a grant to New Jersey public libraries using funds from the 2008 "State of New Jersey vs. Bristol-Myers-Squibb Company" anti-trust settlement grant program. The terms of the settlement require that each library purchase books or other durable materials relating to ovarian cancer, breast cancer, Kaposi's Sarcoma and non-small-cell lung cancer. This program is being run on a per-capita basis, should all public libraries elect to participate the grant amount will range from \$100 to over \$1,500. If there are libraries that elect not to participate, the amount of funding designated for them will be re-allocated among the remaining participating libraries.
- 12.11. Interlibrary Delivery: In 2012, 5,113 packages were sent through the Velocity courier service. That includes a special added pickup in July of 54 boxes with Home News Tribune files, and 596 packages in August when the monthly average is around 400.
- 12.12. JerseyCat. In 2012, our patrons requested 220 titles (books, DVDs, audio books, magazines) and had 65 requests for photocopies through JerseyCat (366 and 14 respectively in 2011). Our library fulfilled 221 title requests and one photocopy request from other libraries through JerseyCat (225 titles fulfilled in 2011).
- 12.13. New Brunswick Through Photographers' Eyes: An exhibit on New Brunswick at the Alfa Art Gallery also included photographs from our New Brunswick Tomorrow' collection which consists of 6000 slides documenting the changing streetscapes of New Brunswick from 1979 into the early 1990s.
- 12.14. New Brunswick Tomorrow: Belvin has accepted reappointment to New Brunswick Tomorrow's Family Task Force. Darby DeCicco will be serving on the 0-21 Task Force. Camille Thompson is serving on the School Based Youth Services Program Advisory Council.
- 12.15. Nicky Fifth: Lisa Funari Willever's newest book in the Nicky Fifth books series which explores different areas and locations in New Jersey features New Brunswick and, more

specifically, the library. The books entitled *Nicky Fifth says Vote for T-Bone*. The books include a "passport" section where children who visit the locations featured in the books can get an official Nicky Fifth stamp. The library is now one of these "stamp stops."

- 12.16. Salvation Army: Belvin as a member of the Kiwanis Club of New Brunswick rang the bell for Salvation Army at the Menlo Park Mall on two Saturdays.
- 12.17. Tutoring: Rutgers University TutoringPlus supplied tutors for drop in tutoring for October and November, Monday through Thursday from 4:00 p.m. to 7:00 p.m.
- 12.18. Volunteers: Belvin commented that the library is grateful for the many volunteers who donated their efforts this year to help the library serve its community. Excluding the efforts of the Friends of the New Brunswick Free Public Library, the public benefited from nearly 2,800 hours of service. There was also over \$33,000 in contributions of time, books, food, and supplies, again not including the support of the Friends of the Library. The contributions of art supplies, Legos™, food including the massive support of the Summer Reading festival by Old Man Raffertys, educational materials, coupons, and gift certificates has permitted a wide range of activities that would have been prohibitive within the library's budget. One donor who has generously donated thousands of brand new books for over 15 years continued her generosity. This allowed the library to broaden its children's and teen collections as well as use books for prizes and rewards for young people.

Rutgers Masters in Library Science students volunteered for over 400 hours helping primarily with children's program and activities but also working on the local history archives and helping curate two exhibitions, Lincoln: the Constitution and the Civil War and the Fertile Crescent: Gender, Art, and Society in the Middle East. For the third year, two volunteers have conducted weekly literacy conversation groups assisted by three Rutgers students from the SALSA (Students Advancing Literacy Skills in Adults) program. For over 700 hours in 2012, other Rutgers students tutored, assisted with children's programs, and conducted computer classes. High school students donated 850 hours of their time to document the exhibitions, assist with children's programs and projects, and work on local history projects.

The children's activity with the most volunteer hours was the Summer Reading Program where volunteers helped children report about their books. Other volunteers conducted art workshops and helped distribute books at the Holidays Around the World program. The Home News archives consists of tens of thousands of clippings photographs, and negatives that the Home News donated to the library. There were more items than the library could store so the library staff and the volunteers have, along with organizing the material, sorted the items so items about other communities can be sent to that community's public library or historical society.

The value of 2,800 volunteer hours in New Jersey (based on Bureau of Labor Statistics data and calculated by Independent Sector) would be nearly \$72,000 (at \$25.64 per hour).

- 12.19. YAAR Meeting: This month's YAAR Meeting was a visit to the library at St. Peters Hospital. Previous visits were to Fresh Grocer and the Joseph Kohn Rehabilitation Center.
 - 12.20. Young Adult Room. This project has been slowed by concerns about the high cost of the electrical work that is needed.
13. Adjournment. Ortiz (J. Marchetta), unanimous.