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New Brunswick Free Public Library

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Minutes, Board of Trustees

July 24, 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, J. Marchetta, R. Marchetta; Excused: Binde, Clafien, Diaz; Absent: Gutierrez, Monus, Ortiz; Staff: Belvin, Crittenden.
4. A quorum not being present, no actions were taken.
5. Director's Report: Belvin informed the Board members present about a number of activities and issues Committee Reports.
 - 5.1. Budget: The City Budget was approved on July 17. With that appropriation, Belvin felt the library would operate with a balanced budget. He had an area of concern regarding the electrical and gas bills since the supplier was not PSE&G.
 - 5.2. Fourth of July: Belvin in his role as President of the New Brunswick Historical Society and a member of the New Brunswick Public Sculpture Committee was involved in the planning of events for the Independence Celebration that took place on July 7. The events included a showing of the movie 1776 at the State Theater, a public reading of the Declaration of Independence, and fireworks.
 - 5.3. Grants: The library has applied for a Middlesex County Cultural and Heritage Commission grant for the preservation of library records some of which date back to the 1800s. In cooperation with the library, the New Brunswick Historical Society has applied for a grant to continue the digitization of the New Brunswick newspapers. In order to avoid a conflict of interest concern, the library had to withdraw its project and make the project with the Historical Society a joint project.
 - 5.4. Henry Guest House Shutters: Belvin met with Bob Russell of HMR Architects on May 8 to discuss retain his firm for shutter specifications for the Henry Guest House and Buccleuch Mansion. Since the City is over the limit for architectural services, a Request for Proposal for a Fair and Open Procurement Process was required. Proposals will be opened August 2.
 - 5.5. History: Belvin was a guest speaker at two Woodrow Wilson Elementary School Fifth Grade class on June 18. One of the teachers, Kathleen Hyland, arranged for his speaking there.
 - 5.6. Judy Freeman: Ms. Freeman continues to donate books. On June 21, Belvin picked up eight cartons of new books from her.
 - 5.7. Lead: The repainting of Technical Services using lead abatement procedures including having the carpeting shampooed is completed. Donita Jackson will be remaining in the back office and the librarians and technical service staff will be sharing the Technical Services Office.
 - 5.8. Lintel: In 2006, the library received a stone that Belvin thought was a cornerstone from the Bayard Street School. Recently, the Historical Society was taken on a tour of the historical exhibits at the Middlesex County Courthouse. Belvin noticed that one of the exhibits showed an inscription that reminded him of the stone. The stone is actually the lintel from doorway of the 1797 jail that the Bayard Street School was built around. Judge Amy Chambers has formed a committee of her colleagues to arrange for the proper display of the lintel in the courthouse.

- 5.9. LMxAC: There has been very positive reaction to the Zinio subscription that LMxAC has arranged.
- 5.10. Newspaper Digitization: Belvin facilitated a conference call between Paul Grzella the Managing Editor of the Home News, Mary Ellen Firestone, the East Brunswick Library Director, and Marty Tannenbaum of Innovative Imaging about digitizing the microfilm of the Home News and creating an in-house index.
- 5.11. NJLA District Libraries: Belvin attended a New Jersey Library Association District Library presentation on July 11. This was to discuss a proposal to create another form of public library separate from municipalities with an elected board and a millage rate set by vote. This form has been very successful in many states. Also discussed at the forum was legislation recently enacted to require a referendum before the dissolution of a municipal library
- 5.12. Photography: The reception was Friday July 12 at 6:00 p.m. and was very successful. Belvin had previously electronically distributed images of the winning photographs. He mentioned that there might be two start dates next year in order to accommodate the teen entries from the high school.
- 5.13. Police: A detective from Highland Park was verifying the alibi of person and requested information about whether the person was present in the library. Although the library circulation and computer use records are confidential by statute, Belvin was able to supply the officer with building entry footage for that morning. There was a discussion about privacy and security cameras.
- 5.14. Sewer Problem: Public Works has buried the electrical cable so that the back driveway is usable for programs.
- 5.15. Smoking: Since N.J. A.C. 8:6-2.3 states that, "Exterior area of indoor public place or a workplace...smoking is prohibited at an exterior area if smoking in the exterior area results in migration, seepage, or recirculation of smoke to an indoor public place or a workplace at which smoking is prohibited," Belvin felt that it would be within the Board's prerogative to have no smoking signs placed on the porches of the Henry Guest House and the library and in the rear courtyard.
- 5.16. Volunteer: Brian Malvey is a Verizon employee participating in the Verizon Volunteers Program. He has volunteered more than 50 hours developing an online database to help digitize the vital statistic records. There are over 8,000 vital statistics on index cards in the archives and it may take a librarian a quarter of an hour to search a name if the date cannot be narrowed down. Once the database is available, staff and volunteers can start adding each record into the database to make future researches easier. The database is password protected, so there is no outside access even though it is web based. In addition, to the database, Verizon is donating \$750 to the Friends of the New Brunswick Public Library to support the generosity of its employee. Belvin also met with Kristi Kohlman of the Student Involvement & Community Service Initiatives at Rutgers and discussed how the library and the volunteers can best be utilized.
- 5.17. YAAR Meeting: The Young Adult Adult Reference Librarian meeting was at the New Brunswick Senior Center on July 15.
- 5.18. Zacatepec: The Center for Latino Arts and Culture at Rutgers University is organizing an exhibition entitled Los Lienzos de Santa María de Zacatepec, to be held jointly at the Rutgers University and the library from September 26 through October 25. Produced by the Centro Académico y Cultural San Pablo in Oaxaca, Mexico, the exhibition focuses on a historically significant 16th century map detailing in pictographic form the history of three generations of indigenous Tacuate-Mixtec rulers in the region of the Santa María de Zacatepec and explores their social and cultural legacy. The purpose of the exhibit is to increase awareness of and appreciation for Zacatepec history and culture within the university community as well as

among residents of the city, where there is a longstanding presence of Oaxacan and specifically Mixtec immigrants. The exhibition will take place at two sites—the Center for Latino Arts and Culture and the library—and will include educational events that engage university students, K-12 schools, and the general public during the duration of the exhibition. The exhibition will open on September 26 with the participation of Domingo Cruz Salvador in representation of local officials from Santa María de Zacatepec and Rosalba Perez Bautista, director of Teatro Tacuate. Anthropologist Bas van Doesburg of the Universidad Autónoma de México (UNAM) will provide a closing talk about the project on October 22. The program is sponsored by Rutgers University Center for Latin American Studies, the Centers for Global Advancement and International Affairs, the Committee to Advance Our Common Purposes, and the Departments of History, Latino and Hispanic Caribbean Studies, and American Studies, as well as the Fundación Harp Helú and Centro Académico y Cultural San Pablo in Oaxaca, Mexico, and the New Brunswick community organization Lazos America Unida. Belvin added that this post conquest Mixtec lienzo shows the history and the boundaries of Zacatepec. It was painted ca. 1540-60 with much of the content of the upper part concerning the genealogy of Zacatepec's rulers. A path, marked by footprints, is the path of a man named 11 Tiger, the first ruler of Zacatepec, as he journeys from place to place, perhaps in a ritual of accession or confirmation. The lienzo shows the location of Zacatepec occupies and the events that led to its creation.

Next Meeting August 28