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New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

Minutes, Board of Trustees

June 21, 2017 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. 5:11 p.m.
3. Roll Call. Present: Binde, Celey, Diaz, J. Marchetta, Monus, Tracy, Williams; Excused: R. Marchetta, Ortiz; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Celey (Diaz), unanimous.
5. Approval of Agenda. Binde (Celey), unanimous.
6. Approval of Bills. Diaz (Celey), unanimous.
7. Approval of Minutes for April 26. Celey (Monus), unanimous.
8. Approval of Bills. Celey (Tracy), unanimous.
9. New Jersey Library Trustees Association.
10. Committee Reports.
 - 10.1. Policy Committee. No report but Belvin mentioned that the Municipal ID project might require some future modifications to the registration policy.
 - 10.2. Finance Committee.
 - 10.2.1. Library Foundation. There was consensus that a foundation should be set up and the endowment funds transferred.
 - 10.2.2. Auditors Comments.
 - 10.2.2.1. Failure to Make Deposits within 48 Hours: The library separates the task of counting the fines and fees from the task of bringing the funds to City Hall. This practice sometimes results in a delay in the transfer of funds. Belvin had met with the City's auditors and they had said that the worst cases for the library were a few instances of four days from receipt.
 - 10.2.2.2. Endowment: Although the City's Finance Director has been notified that these funds are reported under a library's tax identification number, the auditor has once again expressed their concerns.
 - 10.2.3. Comparative 2016 per Capita Support (Selected Libraries, *Urban Libraries Italicized*):

Name	Pop.	Per Capita
Princeton	28,572	\$187.62
East Brunswick	47,512	\$91.86
Plainsboro	22,999	\$88.35
Monroe	39,132	\$87.87
<i>Atlantic City</i>	<i>39,558</i>	<i>\$75.20</i>
Woodbridge	99,585	\$73.03
South Brunswick	43,417	\$69.12
Piscataway	56,044	\$62.52
Edison	99,967	\$53.72
Long Branch	30,719	\$51.01
Franklin	62,300	\$50.47
<i>Plainfield</i>	<i>49,808</i>	<i>\$44.58</i>
Old Bridge	65,375	\$43.74
North Brunswick	40,742	\$38.33

New Brunswick	55,181	\$38.19
Sayreville	42,704	\$36.48
Hamilton	88,464	\$33.32
<i>Elizabeth</i>	<i>124,969</i>	<i>\$32.29</i>
<i>Irvington</i>	<i>53,926</i>	<i>\$28.85</i>
<i>Paterson</i>	<i>146,199</i>	<i>\$28.27</i>
<i>Trenton</i>	<i>84,913</i>	<i>\$24.39</i>
<i>Passaic</i>	<i>69,781</i>	<i>\$23.30</i>
<i>Perth Amboy</i>	<i>50,814</i>	<i>\$20.75</i>
<i>Union City</i>	<i>66,455</i>	<i>\$20.37</i>

- 10.3. Trustee Education: Since Trustee education is a requirement under NJSA 15:21-2.3, it was suggested that the Trustee Education become a regular agenda item. Celey had recently attended the MCCHC grant-writing workshop.
- 10.4. Friends' Liaison: The Friends annual meeting was June 7. At that time, they dedicated the urns in front of the library. The fundraiser at Houlihan's was Monday May 8. They are considering moving their monthly programs to Saturdays. During the annual meeting, Linda Hrycenko, the Treasurer, was effusive about the pleasure of working with the staff and especially the Youth Services librarians. The Friends have been requested to hold a book sale at the Raritan River Festival. Gerarda Pizzarello cannot continue as the Book Sale Chairperson. The Friends have reapproved their \$2,500 annual support of Youth Services programs.
11. Director's Report.
- 11.1. Adult Summer Reading: The Constellation Grant through the Friends of the New Brunswick Free Public Library will be spent for two summer sewing classes from Pam Brooks, our sewing volunteer for our monthly MakerSpace workshops (Pillowcase Challenge and Quilts for Charities), and a 5 session adult painting class by Joyce Browning. The remainder will be used for miscellaneous prizes and materials to host activities during the Summer Reading Kick-off and sewing supplies.
- 11.2. Architect: An RFP has been posted for architectural services including stack and other flat roof replacement or rehabilitation; abatement of any existing asbestos; installation of electrical subpanel and outlets in proposed Young Adult Area on main floor of library; replacement of four front stair railings with historically appropriate rails; and replacement of sections of glass flooring in the stack area with either new or reused glass floor sections. Three architects have made appointments to view the building. J. Marchetta inquired about whether a civil engineer would have been a better choice for plans for these projects and Belvin said that was not an option he had considered.
- 11.3. Career Connections: The grant has been renewed for another twelve months at the same amount. While the East Brunswick Public Library is closed for renovations the weeks of August 14 and August 21, our library is serving as backup for their Career Connections program.
- 11.4. Children's Programs: In May there were two Chinese classes, six programs aimed at elementary school ages including the Garden Club Kick-Off and a Star Wars Day crafts & game time, six programs aimed at both elementary age and teens, ten programs for preschoolers, and six presentations at schools aimed at parents.
- 11.5. Children's Room: Karen Stuppi has two activities to promote reading in addition to the Summer Reading program. Children can earn two tickets to a Somerset Patriots game by reading twelve books and the MyCentralJersey.com Super Summer Reader Club has both Somerset Patriots tickets and the chance to win a nook. The library did not receive an Ezra Jack Keats mini-grant or the Home Depot Foundation Community Impact Grant.

- 11.6. Cinco de Mayo: The Cinco de Mayo program on May 6 was very successful with about one hundred people attending the activities at the library and well over a thousand people at Joyce Kilmer Park.
- 11.7. Confidentiality: Another library recently was asked by its municipality to share its email blast list. The consensus among library directors was that even that would violate the provisions of the state's library confidentiality statute, "Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances: a. The records are necessary for the proper operation of the library; b. Disclosure is requested by the user; or c. Disclosure is required pursuant to a subpoena issued by a court or court order."
- 11.8. Cyber-security: Recent attacks all over the world have brought this topic to the forefront. Following the advice of Microsoft, et. al., Elvin Ortega has made sure that all the library's hardware has installed the appropriate Microsoft patches which had been released in March. The backup cycles are being increased. Linda and Elvin will conduct in-service training as to passwords, account security, and common email threats. All local passwords have been changed.
- 11.9. DVD TV: The DVDs of television series are now available to the public.
- 11.10. Elevator: The sump pump had to be replaced.
- 11.11. 4-H: New Brunswick 4-H has received a Rutgers Community Research Grant to support the community garden efforts and expand their community garden programs. They will be partnering with the library to help teen volunteers learn more about gardening. Then the volunteers will have supplies and expertise to teach younger children health, nutrition, and gardening.
- 11.12. Gift: Ann Gordon, a member of the Friends of the Library, had a credit with Oxford University Press. She generously used it to get the library titles such as the Oxford Spanish Dictionary, the Oxford American Large Print Thesaurus, the Oxford American Desk Dictionary & Thesaurus, the New Oxford Rhyming Dictionary, On Monsters, and the Compact Oxford Spanish Dictionary.
- 11.13. Henry Guest House Roof: The squirrels have chewed through the roof again. Elvin Ortega has arranged for repairs. Besides the leak caused by the squirrels, an air-conditioner drainpipe worked loose, and one of the upstairs rooms suffered some ceiling damage.
- 11.14. Income Tax Checkoff: The library has received a \$34.00 check from the State Library as its share of the Income Tax Checkoff.
- 11.15. Indo-American Festival: Kavita Pandey is working with Tracey O'Reggio Clark on the Hub City Sounds Series. This year the Indo-American Festival is on Saturday, August 12 and it will take place in Boyd Park.
- 11.16. Internet Speed: The connection has been upgraded.
- 11.17. LMxAC: Linda has been elected to the Board of Directors.
- 11.18. Middlesex County History Fair: Hsien-min Chen and Marco Arias represented the library.
- 11.19. Municipal ID: The hardware includes a dual sided laminated card printer and a MorphoTrust document verification machine that automatically authenticates documents, such as passports, driver licenses, and ID cards. It performs multiple security checks against a database of ID templates to ensure the ID being presented is valid. Belvin had made a presentation to the City Council on the second reading of the ordinance. He said, "The most important thing about a Municipal Identification Card is that people have faith in it. Those who have cards must be comfortable that when they present it, it will be accepted. Those who accept the cards must have faith that the person it identifies is the person presenting it."

Most of us take for granted being able to identify ourselves and we do not realize how often we

are asked for a picture ID. However, for seniors, domestic violence survivors, the homeless, and young people as well as the undocumented, having a convenient method of identification is vital.

Many cities have started issuing Municipal IDs. Some of the benefits are, besides what I think is most important — serving as a library card, easier access to City services, entry into buildings like schools that require picture identification, and permitting employers to verify the identity of job candidates.

It is critical that the person applying for the card knows that their privacy is respected. The library will not be keeping copies of any documents that are presented. As with any library card, there is a record of the name and address for that library card number as there is for the other 12,000 library patrons. Those names and addresses are protected by NJSA 18A:73-43.1 which restricts disclosure by requiring a subpoena.

Two types of documents will be needed. For identification, among other items, it can be passports, driver's licenses, voter registration cards, formerly incarcerated release forms, consular identification cards, certified copies of birth certificates, Social Security cards, national identification cards, current visas, TIN authorization letters; and Electronic Benefit Transfer (EBT) cards.

For residency, documents can include utility bills, bank account statements, proof of a child's enrollment in school, pay stubs, insurance bills, or in care address letters. The weight of each will vary. For example, a passport would have more weight than a Social Security card.

The library is anticipating that in the first six months about 1,500 cards will be issued. It will not be an inexpensive operation to run. For example, the hardware the library is purchasing will certainly be well over \$20,000. The charge will be \$20.00 for adults and \$7.00 for children, veterans, the disabled, and senior citizens. To meet the anticipated demand, the library will try to make appointments available for twenty-five hours a week.”

- 11.20. New Jersey Library Association Annual Conference: Belvin, Kim Adams, and Chelsea Woods-Turner attended the New Jersey Library Association's Annual Conference whose theme this year was *Beyond the Box*. Since Belvin had a meeting with Senator Bob Smith Tuesday morning, he was only able to attend the Public Policy Update and the Pro Con session on that day. He commented that the Pro Con program was quite interesting since a librarian from each side presented for only two minutes. Topics included food in the library (Belvin's comment was insects), volunteers, family library cards, DVD loan charges, and meeting room use (one of our most effective outreach activities). On Wednesday, he attended the State Librarian's breakfast and the keynote speaker for that day. The keynote speaker, Valerie Gross, had been very successful in branding her library as an educational institution. Belvin felt that if the library had gone in that direction in New Brunswick, our success would have been much less than it has been. He also attended the program on Practical Conversations about Diversity, Inclusion...
- 11.21. Photography: The library's tenth annual photography contest ran from February to June with a theme of *My Inspiration* and received 163 photos. This contest was open to all ages with the youngest participant being four. There were three photography workshops led by professional photographers that were very well attended with approximately forty plus at each. The contest provided a platform from students from the New Brunswick High School, Greater Brunswick Charter School, Middlesex County College, and NJ Institute for Disabilities to display their

photography skills. Winners were announced at the opening reception Friday June 9 with over 80 people attending.

- 11.22. PRAB Mixer: Belvin represented the library at the PRAB Mixer on May 23.
- 11.23. MakerSpace: Hsien-min Chen does the MakerSpace on the third Wednesday of the month. She works with a volunteer for projects. They have done sun hats, drawstring bags, aprons, infinity scarves, pillowcases, fabric pumpkins, and other items. She has also done vinyl decal making and fabric painting. During the school year there are many children, but mostly adults in the summer.
- 11.24. Rutgers Day: The library was represented at Rutgers Day with a table. This year a staff team of Marco Arias, Katherine Gomez, Maria Martinez, Derek Merino with the assistance of Michael Belvin produced 500 picture badges in approximately five hours.
- 11.25. Summer Lunch Program: Belvin was recently asked by a member of the public about why the library does not participate in the Summer Lunch Program. The response would be that there are already 40 sites in New Brunswick; it requires refrigerator space, a room, and at least one staff member to distribute the lunches, keep statistics, stay in the room for the duration of the lunch. There would also be additional staff needed for cleaning up afterwards.
- 11.26. Tutoring: The Rutgers tutors' last day was May 10.
- 11.27. Volunteers: In addition to the teen volunteers who will help with the Summer Reading Program, the library will have four Job Shadowers from New Brunswick High School. They will be working Monday through Thursday for five hours each day.
- 11.28. VOYA: VOYA is now following our twitter feed.
- 11.29. YAAR Meeting: July 18, Promise Garden.
- 11.30. Young Adult: Trevor Hotalen is experimenting with a means of counting books that are removed from the shelves but not borrowed for home use.
12. Unfinished Business.
13. Old Business.
14. New Business.
15. Other Matters.
16. Public Comment.
17. Adjournment. Binde (Tracy), unanimous.

Next Meeting July 26, 2017