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# New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

## Minutes, Board of Trustees September 28, 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 (presiding), R. Marchetta, Monus, Ortiz, Williams; Staff: Belvin, Crittenden.
4. Approval of Agenda. Ortiz (Celey), unanimous.
5. Approval of Minutes for August 24. Ortiz (R. Marchetta)
6. Approval of Bills. Ortiz (Monus), unanimous.
7. Committee Reports.
  - 7.1. Finance Committee.
    - 7.1.1. Renewal of Treasury Note: A \$50,000 Treasury Note matured on August 31 and needed to be renewed. Ortiz (Celey), unanimous.
  - 7.2. Friends' Liaison: Monica Tarver represented The Friends at the Raritan River Festival. On Monday, September 26, the Friends had a table at the Middlesex County Regional Chamber of Commerce Largest Networking Party. Tarver and Yesenia Hernandez represented the Friends and Belvin was there for part of the evening.
8. Director's Report.
  - 8.1. Book Bundles: The Children's Room has begun offering *Book Bundles* to readers in grades three to six. Each *bundle* contains a mix of three to four chapter books, graphic novels, or nonfiction books aimed at this grade range, wrapped up in a bundling rubber band. They are for patrons to check out if they are in a hurry, or when they do not know what they want to read. This approach is a modification of a program for picture books for young readers that Chelsea Woods-Turner discovered at the Princeton Public Library. Bundles are available in English and Spanish.
  - 8.2. Bookmobile: The topic of adding bookmobile service recently came up. A preliminary check showed that in 2012, according to the Association of Bookmobile and Outreach Services, the average cost of a bookmobile was about \$200,000 and, as cited in Library Journal in 2013, the cost of keeping a bookmobile on the road is about \$200,000 per year.
  - 8.3. Career Connections: Belvin and Hsien-min Chen met with Judith Loane, Partner Engagement Manager, New Jersey Department of Labor, on August 31. Her site visit letter listed as a notable accomplishment that the library already had six of their staff fully Career Connections trained. Her requested item was that the Career

Connections website shortcut icon be installed on the public access computers as soon as possible.

- 8.4. Color Printing: As happens annually, the library is informing teachers via the *No Luck* letter that color printing is not available to students.
- 8.5. Computer Classes: The adult computer classes will resume at the end of September.
- 8.6. Day of the Dead Celebration: The Day of the Dead Celebration will be October 30.
- 8.7. Henry Guest House Shutters: Although the specifications clearly required solid panel shutters on the lower floor and louvered shutters on the second floor, there has been a problem between the architect and the contractor. The upper shutters were delivered as solid panel shutters. The architect is rectifying this problem.
- 8.8. Hispanic Heritage Month: Karen Stuppi has a daily trivia contest in the Children's Room for Hispanic Heritage Month.
- 8.9. Hungarian Collection: Iren Ruschak has arranged for the entire collection of Hungarian books to be transferred to the American-Hungarian Foundation where they will continue to be available to the public.
- 8.10. Literacy: The Tuesday ESL group, which is run by a volunteer, has had 405 people from 49 countries come through the program in six years. This Fall, the Citizenship Classes will run from September 19 through December 19; the Saturday ESL Conversation Groups from September 24 through December 17; and the Tuesday and Thursday ESL groups continue through Dec. 22. The Wednesday ESL Conversation Cafés are from September 28 to December 7 with onsite programming for children ages 2 and up on October 5, 19, and November 2. The Friday ESL Conversation Cafés will be from October 14 to December 9.
- 8.11. MakerSpace: Makerspace continues to offer program on Wednesday evenings. As part of the *Welcoming Week* program on Sept 21, 24 attendees joined in making salsa with ingredients grown in the library family garden. This program was in coordination with Esperanza and New Brunswick 4H. Fabric tote bags were made at the monthly Sewing 101 with volunteer sewing instructor Pam Brooks on Sept 28. An upcoming program is planned to make personalized bookmarks to celebrate National Banned Books Week using our sewing machines, Silhouette cutter, and heat press.
- 8.12. Middlesex County Needs Assessment: Belvin attended the 2016 Middlesex County Needs Assessment meeting on September 26. PRAB, United Way of Central New Jersey, the Jewish Renaissance Foundation, and Middlesex County Office of Human Services convened the meeting to explore what needs assessment data is being collected and how that information can be shared.
- 8.13. Newspaper Digitization: Belvin attended the Advisory Committee meeting of the New Jersey Digital Newspaper Project on September 7. This project is a collaboration of Rutgers, the State Archives, and the State Library to scan existing microfilm from the New Jersey State Archives and to make searchable digital files available through the Library of Congress website. One newspaper being considered is the earliest issues of the New Brunswick Times. There is funding to digitize about 100,000 pages but over 400,000 pages have been identified. Belvin is encouraging the Middlesex County Cultural and Heritage Committee to consider also digitizing newspapers for the Perth Amboy Public Library.

- 8.14. Public History: Belvin and Kim Adams spoke to a Rutgers Public History class on September 28. Belvin spoke about the interrelationship of the Historical Association of which he is Secretary, the Historical Society of which he is President, and the library, and how each organization has different responsibilities.
  - 8.15. Raritan River Festival: The library had two tables at the festival. Hsien-Min Chen, Kavita Pandey, Marco Arias, and a number of other staff registered 39 new patrons and produced over 270 picture buttons. Belvin represented the New Brunswick Historical Society and narrated the water taxi river tours.
  - 8.16. Registration: One library director posted to a listserv about whether the application cards needed to be retained after a person's information has been entered into an automated circulation system. This generated an enormous number of response regarding contractual obligations and signatures.
  - 8.17. Roof: Belvin met with Thomas Loughlin, the City Administrator, about the importance of moving this capital project along.
  - 8.18. Rutgers Off-Campus Living and Community Partnerships: Belvin did a presentation to the Rutgers Off-Campus Living and Community Partnerships staff about New Brunswick history on September 1.
  - 8.19. School Visits: Staff were able to attend back to school nights at Lincoln, Paul Robeson, Middle School, Lord Stirling, Redshaw, Health Sciences, Charter, and Woodrow Wilson.
  - 8.20. Snapshot Day: Snapshot Day will be Tuesday, October 18.
  - 8.21. Social Work intern: Maria Hernandez, a social work intern, will be at the library three days per week this semester and probably will be at the library as an intern next semester.
  - 8.22. Tri-County History Fair: the library will be represented at the Tri-County History Fair at the Plainfield Public Library on October 22.
  - 8.23. Welcoming Week: The Welcoming Week reception was Friday, September 23. Jewish Family Services, NAMI (National Alliance Mental Illness) NJ, the ACLU, Sister Cities, Hall Education Fund, United States Citizenship and Immigration Services, the New Brunswick Police Department, the New Brunswick Fire Department, and the RWJUH Mobile Health Service were represented. The salsa for the refreshments was made from tomatoes from the Children's garden.
  - 8.24. LMxAC: The router upgrades and some new switches have been installed.
  - 8.25. Tutors: Once again, there is free tutoring for students in K-12 through the Rutgers Tutoring Network. Tutoring started September 12 and will continue through May 10 except for Rutgers breaks. Tutors are available after 3:30 p.m. weekdays and all day on Saturdays and Sundays. The tutors are Rutgers undergraduate students.
  - 8.26. YAAR Meeting: The September meeting was by Monica Reyes of New Brunswick Tomorrow on the Live Well App.
  - 8.27. Young Athletes: Starting October 17, the library will host a sports play program for children ages 2 to 7 with intellectual disabilities which was created by the Joseph P. Kennedy, Jr. Foundation and is accredited by Special Olympics.
9. Unfinished Business.

10. Old Business.
  - 10.1. New Jersey State Library Trustee Institute: The Institute was September 10. Celey attended.
  - 10.2. Rain Garden: Tobiah Horton, a Rutgers Specialist in Landscape Architecture, assisted by Heather Fenyk, presented the plan to construct two rain gardens along the left and right sides of the library. The rain gardens will be funded by a grant through Rutgers Water Resources Program. The City will provide in-kind labor and materials disposal. He also introduced the Board to the overall concept of the Green Infrastructure Corridor to the river. The hope is that landscape improvements around the Library and the Henry Guest House could accomplish goals such as beautifying the context of the buildings, establishing a better connection to the cemetery behind, and start a discussion of the idea of building a pedestrian, green corridor from the Roosevelt School to Boyd Park. Since there was still information, approvals, and funding commitments needed from the City and since, because of funding deadlines, time was of the essence, the Board decided to electronically poll as to its approval after the needed data is available.
11. New Business.
12. Other Matters.
  - 12.1. LMx Awards Reception will be December 6.
13. Public Comment.
14. Adjournment.

**Next Meeting October 26, Story Hour Room**