

Board of Trustees  
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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

60 Livingston Avenue, New Brunswick NJ 08901

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Minutes, Board of Trustees

April 25, 2012 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, Clafien, Gutierrez, Marchetta; Excused: Celey, Diaz, Ortiz; Staff: Belvin, Crittenden. Belvin mentioned that he had again had contact with the Mayor's secretary about a representative for the Mayor.
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.
  - 5.1. Budget. The budget was introduced to Council on April 18. The Public Hearing will be Wednesday, July 18 at 5:30 p.m.
  - 5.2. The New Brunswick Domestic Violence Coalition has contacted Belvin about the possibility of using the library front lawn as a rally point and using Henry Guest House space for organization. They anticipated 175 to 200 people for their march on Saturday, October 27.
  - 5.3. Location Shooting: Belvin has been contacted by location agent who was arranging for a location for a still advertising shoot for a Kmart fashion layout. Belvin emailed him the library's photography and location policy.
  - 5.4. Dunham Documents: Belvin has discussed the possible scanning or acquisition of old family documents currently in the possession of Gilbert Dunham. The Dunham family dates back to the beginning of settlement in Middlesex County.
  - 5.5. Poetry. To commemorate National Poetry Month, April 2012, the library published its 14th annual Poetry Month Celebration Anthology. Poets whose work was chosen for the Anthology read at the Library's Poetry Celebration on Monday, April 9.
  - 5.6. Holi Festival. The Holi festival was very well attended with about 180 people participating.
  - 5.7. New Brunswick in Motion. The fifth annual photography contest's theme is "New Brunswick in Motion. Photographs entered in the contest will be displayed in an exhibition at the Heldrich Hotel and at the library. On Friday June 8 at 6:00 p.m., there will be a reception where the winners will be announced. Three programs accompany the contest.
  - 5.8. Friend's Liaison. Councilwoman Betsy Garlatti spoke at the April 4 Brown Bag Luncheon. The Book Sale was on Friday April 13 and Saturday, April 15.
  - 5.9. Staff Challenges: A number of the professionals have had parental challenges over the last few months. Belvin said he was very proud of the collegiality of the staff and how mutually supportive they all have been. Belvin also thanked the board for their support and understanding about his own family's challenges and his need to vary his schedule to accommodate those challenges.
  - 5.10. If These Walls Could Talk: Belvin presented a talk at the First Reformed Church on April 21 as part of their *If These Walls Could Talk* celebration of the 200<sup>th</sup> anniversary of their building. His topic was the world in 1812.
  - 5.11. Urban Libraries Summit: Belvin, Linda Crittenden, Joye Crowe-Logan, and Hsien-min Chen attended the NJLA Urban Libraries Summit on April 19. Topics covered included

- homelessness, advocacy, mental health, ex-offenders, and immigrants. The keynote speaker spoke on poverty and educational success.
- 5.12. Reference Room. The makeover has both improved the utility of the room with six additional computers and has approved the *look* of the room tremendously. Hsien-min Chen was the point person with substantial assistance from Elvin Ortega.
  - 5.13. Henry Guest House Handicapped Access. Belvin demonstrated the new lift with the assistance of Mrs. Claflen.
  - 5.14. Volunteers: On April 15 (Student Volunteer Council) and April 22 (Inter-Fraternity Council) volunteers from Rutgers worked with Belvin. He worked with a very energetic group of Rutgers volunteers on Sunday, April 15. They packed up the detritus of the book sale and moved furniture from his office to the Henry Guest House. On Sunday, April 22, the volunteers moved tables to the basement, stacked extra furniture, and moved material back to the Henry Guest House basement.
  - 5.15. Office Renovations. The main floor office renovations started on April 24.
  - 5.16. Grant Applications: Belvin reported that we have supported the Rutgers Oral History program's *Binding Generations of New Brunswick Residents through Oral History: Educating the City's Most Underserved Populations Through Intergenerational Oral Histories with the City's Elders* submitted to the Community-University Research Partnership Grants for New Brunswick as well as Dr. Kalantari's application to fund a collaborative Polynomiography program at the library.
  - 5.17. YAAR Meeting: Belvin mentioned the items covered in last week's YAAR (Young Adult, Adult, and Reference) meeting of the librarians. They included GED Online, LMXAC mobile apps, Dropbox; Remember the Milk, Google Docs, and the 1940 Census.
  - 5.18. Summer Reading: The Summer Reading Kickoff will be June 16 from 1:00 to 4:00 p.m. The Children's Room will be closed that day as well as on Saturday August 11 for the Faire.
  - 5.19. Facebook: Weekly Total Reach is now 771.
  - 5.20. Cable Advisory Committee. Belvin will supply more information to Marchetta about the activities of the Cable Advisory Board.
  - 5.21. Director's Evaluation: Alfonso and Marchetta will meet with Belvin on May 23 to complete the evaluation.
  - 5.22. Keeping the Vision While Keeping the Lights On: The New Jersey State Library, LibraryLinkNJ and the New Jersey Library Association are sponsoring an event on May 23, 2012, Joan Frye Williams and George Needham will lead discussions of the issues facing us including making hard choices and sustaining the services that are of most value to patrons. It will be held at the Sheraton Eatontown and will be a full day event, from 9:30 a.m. to 4:00 p.m.
  - 5.23. New Jersey Library Trustee Institute: The Institute will be June 2at the Sheraton Eatontown. This full day conference features a Keynote session, eight (8) workshops on a variety of topics such as Roles & Responsibilities of Library Trustees, Hiring Your Library Director, Working with Friends Groups, Trustees' Role in Fundraising, Marketing Your Library with Social Media, Strategic Planning, and 21st Century Library Trends. There will also be a plenary session on Library Law with Beth Hindsdale, Esq. The New Jersey State Library will once again send one trustee from every library for free to the Trustee Institute. Sending one trustee to this event is enough to satisfy the 7 hour per year trustee training requirement for Per Capita State Aid. Additional trustees are encouraged to attend at \$75.00 each.