

Board of Trustees
Mireya Alfonso, President
Beth Binde
Deborah Celey
Carmen Diaz
Nilda Gutierrez
Josephine Marchetta
Benito Ortiz
Cecilia Claflen, Emeritus

New Brunswick Free Public Library

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Minutes, Board of Trustees

February 22, 2012 5:15 p.m.

Approved May 23, 2012

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, Celey, Diaz, Gutierrez, Ortiz; Excused: Binde, Claflen, Marchetta; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Belvin noted that he had contacted the Mayor's Office regarding a person to represent the Mayor and that the process had begun. The Board excused Claflen, Binde, and Marchetta and noted their best wishes for the quick recovery of Ms. Binde's husband and their condolences to Ms. Marchetta on the death of her father. Ortiz (Gutierrez), unanimous.
5. Approval of Agenda. Ortiz (Diaz), unanimous.
6. Approval of Minutes of the January 25 Meeting. Ortiz (Celey), unanimous.
7. Committee Reports.
 - 7.1. Finance Committee. There was no report by the committee working on the sale of the equities. Belvin was instructed to enquire of the Thomas Loughlin, the City Administrator, about the state of the budget process.
 - 7.2. Program Committee.
 - 7.2.1. Poetry. To commemorate National Poetry Month, April 2012, the library will publish its 14th annual Poetry Month Celebration Anthology. Poets whose work is chosen for the Anthology will be invited to read at the Library's Poetry Celebration on Monday, April 9, at 7:00 p.m. The deadline for submissions is Friday, February 24.
 - 7.2.2. Black History Month Exhibit: The New Brunswick African-American History Committee again did the exhibit to celebrate Black History Month. The theme this year was *The Great Migration*.
 - 7.3. Friend's Liaison. Belvin reported for the Friends of the Library. The Black History Month program had been a well-received presentation by Assemblywoman Sheila Oliver who is the Speaker of the New Jersey Assembly. She spoke on remarkable Black women. Mayor Cahill introduced the Speaker.
8. Directors Report.
 - 8.1. Staff Training Day: In cooperation with LibraryLinkNJ which paid 75% of the cost of the training, an in-service training was conducted on February 13. The training,

Why We Click with Some and Clank with Others, (DiSC® Styles for Teams) was intended to allow, “Team members to understand individual styles and group dynamics. Each person will complete his or her own behavioral profile. Utilizing the DISC behavioral model, people will receive individual reports that detail their styles. The team will also receive a group report that describes overall group strengths and potential blind spots.” The four styles the model identifies Dominant (Belvin, Darby DeCicco, and Kym Kirkley among others), Influencing (Rosanne Henderson and Kavita Pandey), Steady (Linda and Hsienmin Chen), and Conscientious (Joye Crowe-Logan and Kim Adams). Belvin commented that he found it interesting and positive that the professional staff was so diverse in style. Belvin also commented that given the great diversity of public with whom the staff dealt everyday, it was important to give staff members as many tools as possible to deal with varied behaviors.

- 8.2. Blind Date with a Book [for Valentine’s Day]: Belvin noted one of the new Young Adult Librarian’s activities, *Blind Date with a Book*. The announcement for this was: “Come in to the library today to go on a Blind Date With a Book! Grab a pre-wrapped book from Ms. Rosy in the Homework center- once you get home, find out what you got! You can keep the books once you take them home so, even if you don't like your new read, you can re-gift it to someone you love.”
- 8.3. Martin Luther King Day of Service with Rutgers University's Student Volunteer Council, Saturday, February 17. The twelve students were split into three teams. Belvin worked with a team that moved 107 boxes from the library basement to the Henry Guest House basement. Another team moved Reference Room materials for Hsien-min Chen in anticipation of the rearrangement of the room while the third team worked with Kim Adams and cleaned prints and framed art that had been stored in the Henry Guest House.
- 8.4. Computer Training: Starting February 23, the Rutgers students from the Volunteer Council tutor adult patrons on computer skills. Patron can choose from Basic Skills, MS Word 2010, or the Internet and Email. Hsien-min Chen made guides for the tutors.
- 8.5. Poison Control: Hsien-min Chen has scheduled two programs by the New Jersey Poison Information and Education System (NJPIES) also known as the NJ Poison Control Center. One program will be in English and the other in Spanish.
- 8.6. Kindles, EBooks, Nooks: Slowly publishers are restricting or denying libraries use of their titles in electronic form.
- 8.7. Henry Guest House Handicapped Access. The interior and the exterior trim are being painted.

9. Old Business.

- 9.1. Public Library Association Conference, Philadelphia, March 13 to 17. An Exhibits-Plus Badge purchased onsite for \$35. This special registration entitles attendees to visit the exhibits at any time they are open as well as to attend the Opening General Session, the All Conference Reception, and the Closing General Session.

10. New Business.

Director’s Reimbursements: Belvin noted that although all reimbursements and Petty Cash items reimbursed to him are reviewed through the City’s Purchasing and Finance departments, he would be more comfortable having the Board be knowledgeable the items. He noted that in 2010 and 2011, his reimbursements totaled \$2,617. They included:

PO	Entered	Paid	Total	Account No.	Purpose
D46370	02/18/11	04/06/11	200.00	Software	Renewal Antivirus via TechSoup
D47414	04/13/11	05/18/11	178.68	Office Supplies	Replacement Cartridge
D41320	06/16/10	07/07/10	175.09	Refreshments	Opening Reception Fires of Hate
D39279	03/04/10	03/17/10	132.00	Software	Community Room Scheduling
D47199	03/30/11	04/20/11	132.00	Software	Community Room Scheduling
D52100	12/10/11	12/28/11	117.96	Split	
D41308	06/15/10	10/20/10	117.61	Split	
D46055	02/01/11	03/02/11	107.15	Building Maint.	Safety, Refreshments
D45471	01/07/11	02/16/11	104.18	Split	
D44174	10/22/10	12/01/10	96.05	Split	
D40771	05/20/10	06/02/10	89.85	Building Maint.	J&J Community Service Day
D45257	12/28/10	02/02/11	85.41	Split	
D43670	10/15/10	11/03/10	84.00	Mileage	Mileage
D40463	05/06/10	05/19/10	83.45	Trustee	Clafien NJLA Trustee of the Year
D47828	05/07/11	06/01/11	72.74	Office Supplies	Flash Drives for File Transfer
D41822	07/12/10	08/04/10	72.70	Building Maint.	Henry Guest House Fans
D45718	01/19/11	02/10/11	72.01	Building Maint.	Plexiglas, Salt
D38106	01/14/10	02/10/10	66.92	Building Maint.	Books and Steam Valves
D45960	01/31/11	02/16/11	62.20	Split	TurboTax and Salt
D40869	05/24/10	06/16/10	59.00	Software	
D46180	02/08/11	03/02/11	58.84	Building Maint.	
D38782	02/04/10	03/03/10	47.99	Software	TurboTax
D39506	03/15/10	04/07/10	47.00	Mileage	
D44739	11/30/10	12/13/10	42.78	Building Maint.	
D45184	12/22/10	02/02/11	42.64	Building Maint.	Salt
D38621	01/27/10	02/17/10	37.49	Software	
D50018	08/22/11	09/21/11	37.18	Refreshments	
D48383	06/09/11	07/06/11	36.21	Office Supplies	Battery for Library Camera
D44804	12/10/10	12/30/10	30.00	Mileage	
D42009	07/20/10	08/04/10	22.45	Building Maint.	Front Step Railing
D48285	06/03/11	07/06/11	22.11	Mileage	
D39588	03/18/10	04/07/10	19.95	Software	
D52259	12/16/11		18.87	Mileage	
D47190	03/29/11	10/19/11	18.24	Mileage	
D52318	12/20/11	12/28/11	14.00	Software	Online Software Renewal
D51127	10/21/11	12/21/11	12.21	Mileage	

10.2. Board Membership Review. Belvin noted that concerning board membership: New Jersey Statutes 40:54-29.10. “Board of trustees of joint library; composition; terms of members; vacancies. The board of trustees of such joint library shall consist of (a) the mayor...; (b) the superintendent of schools...(c) 3 citizens to be appointed by the mayor or other chief executive officer of each such municipality, at least 2 of whom shall be residents of the municipality.... Vacancies occurring on the board of trustees shall be filled for the unexpired term only. The mayor or other chief executive officer and the superintendent of schools...appoint an alternate to act in his place with authority to attend all meetings of the board and in his absence, to vote on all questions before the board.” and

New Brunswick Municipal Code 2.36.010 - Generally.

...All appointees to the following agencies, boards, commissions, and committees shall, unless state law specifically provides to the contrary, serve until their successors shall have been appointed and qualified.

F. .Free Public Library. Pursuant to the provisions of NJSA 40:54-9 as amended, effective August 23, 1984, the free public library of the city is governed by a board of trustees which consists of the mayor, the superintendent of schools and seven citizens to be appointed by the mayor with the advice and consent of the council, for staggered terms of five years, with the exception that the additional sixth or seventh citizen serves terms of five years. At least four of the seven citizens are residents of the city....The board of trustees should have all of the powers and exercise all of the functions conferred on such bodies by law.

- 10.3. Cable Advisory Committee: New Brunswick Municipal Code 2.88.020 - Appointment—Term. One each of the members of the committee are appointed by the board of education and by the library board of trustees for terms of one year each. The remaining members are appointed by the mayor with the advice and consent of council...All members serve until their successors have been appointed and qualified. Celey was chosen by the Board to be reappointed as the Board's representative Ortiz (Diaz), unanimous.*
- 10.4. Nomination of the New Brunswick Free Public Library to the New Jersey Register of Historic Places: This is the official list of New Jersey's historic resources of local, state, and national interest and was created by the New Jersey Register of Historic Places Act of 1970 (NJSA 13:1B-15.128 et seq.) For properties listed in the New Jersey Register, the New Jersey Historic Trust offers matching grants and low-interest loans for rehabilitation and restoration to state, county and municipal agencies and nonprofit organizations. Since the library is a contributing structure to the Livingston Avenue Historic District it already requires Section 106 review of any federally licensed, financed or assisted undertaking for properties listed in, or eligible for listing in, the National Register. The New Jersey Register law requires review of any state, county or municipal undertaking involving properties listed in the New Jersey Register. Vanessa Zoe Morin Melis who is serving as a consultant to the New Brunswick Historical Association worked on starting to develop a nomination for a class she recently took. Applications are presented to the New Jersey State Review Board for Historic Sites, which is made up of professionals in the fields of architecture, history, architectural history, archaeology, and landscape architecture. If passed by the State Review Board, the application is prepared for the SHPO's signature. Once signed by the SHPO, the property is listed in the New Jersey Register and simultaneously recommended for the National Register. The nomination is then sent to Washington for consideration for the National Register. George Parsell, the architect for the New Brunswick Free Public Library has two

* Because of her employment, Celey has advised that she will be unable to serve on the Cable Committee and must decline the appointment.

building on the historic register. The building is one of the larger buildings of the seventeen still used as a public library in New Jersey and one of the oldest.

Belvin has already checked on this with Glenn Patterson, Director of the Department of Planning, Community, and Economic Development. Patterson was surprised that the building was not already listed and concurred that Section 106 review is currently required since the building is a contributing structure in the Historic District. Belvin was instructed to formerly consult with the City about the nomination. Ortiz (Celey), unanimous.

11. Adjournment. Ortiz (Gutierrez), unanimous.