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Cecilia Clafien, Emeritus

New Brunswick Free Public Library

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Minutes, Board of Trustees

February 26, 2014 5:00 p.m.

Approved March 26, 2014

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, Celey, Diaz, J. Marchetta, Ortiz; Excused: Clafien, Gutierrez, R. Marchetta, Monus; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Ortiz (Celey), unanimous.
5. Approval of Agenda. Celey (Ortiz), unanimous.
6. Approval of Minutes of the November 13 Meeting.
7. Calendar of Board Meetings 2014. This will be February 26, March 26, April 23, May 28, June 18, July 23, August 27, September 24, October 22, November 19, December 10, and January 28, 2015. Ortiz (Celey), unanimous.
8. Election of Officers. The following slate was elected: Binde, President; J. Marchetta, Vice President; Celey, Secretary; Ortiz, Treasurer. Diaz (Ortiz), unanimous.
9. Board Liaison with Friends of Library. Mrs. Clafien had long served as the Board's liaison with the Friends of the New Brunswick Free Public Library and as an ex officio member (as is Belvin as Library Director) of the Friend's Board of Directors. Mrs. Clafien is no longer regularly able to attend the Friend's meetings and the Friend's Board had inquired as to whether another Library Board member could serve as liaison. Many of the members present were concerned about their ability to attend Friend's Board meetings because of conflicts with their employment. Celey volunteered to represent the Board.
10. Approval of Bills. Ortiz (J. Marchetta), unanimous.
11. Committee Reports.
 - 11.1. Policy Committee:
 - 11.1.1. Behavior Policy: Belvin reported a recent incident where a person was engaged in aggressive panhandling. His research indicated that there is no statute or local regulation against panhandling or begging. However, the behavior policy states that, "1.... Behavior that inhibits library use by others is prohibited." and "2. Talking is permitted only in quiet tones and low voices." Since someone who is loudly or aggressively soliciting money is interfering with the ability of others to use the library, it would be in violation of our behavior policy. The Behavior Policy also includes a prohibition that, "Soliciting, selling or using the Library for commercial purposes is not allowed," but that might not apply since it was not a commercial purpose. Belvin also reported on an incident last month where a woman asked the Information Desk for assistance because a man was staring at her. Belvin walked the woman to her car and then reviewed the security camera images. He contacted Detective Hudson since no crime was committed but the person's behavior was suspect. Belvin offered security camera images of the man in case he was on Megan's List and was

referred to Detective Coleman who reviewed the images.

Belvin also mentioned the number of complaints he has received from patrons about other patron's body odor. He explained that if one patron can be identified as the problem they would be asked to leave since they are interfering with other patron's use of the library. However, it is often the collective odor problem of many people who would be characterized as homeless. Exacerbating the situation is the use of the library as a warming station in Code Blue circumstances.

Board members expressed concern about the patrons the library is losing because of this problem and the fact that apparently these "homeless" people have nowhere else to go. They felt that the library was not the most appropriate facility for many, but not all, of these patrons. There were also concerns expressed about the stability of a few of the homeless. It was suggested that Russell Marchetta as the Mayor's representative should be involved in the discussion and Belvin will reach out to him.

11.1.2. Collection Development Policy Procedural Changes. Belvin reported that the Deaccessioning criteria had been clarified. The procedural change was:

Items that are no longer accurate will be discarded. Guidelines for this are five years after copyright for items on medical treatments and computers, ten years for items on accounting, legal guides, management, investing, and popular medical and fifteen years for popular science and gardening.

General adult non-fiction and audiovisual materials will be considered for discarding if any of the following apply: the most recent copyright was greater than eight years; no circulation or in-house use in three years; factually inaccurate; parts missing or worn beyond mending or rebinding; superseded by a new edition or a substantially much better book; trivial; irrelevant to the needs and interests of the community; or easily obtainable from another library. The same criteria apply to general adult fiction except that non-use is for five years. Exceptions include items of local interest, items written by local authors, classics, or items used frequently by local schools. If three or more criteria apply, an item usually will be removed from the collection.

The overriding concern is that the collection be maintained with the maximum utility for the public; however, if the information is still accurate, despite low circulation the library will consider retaining items in standard bibliographies.

When items have a value to other libraries or organizations, they will be offered to them. Otherwise, discarded items are generally disposed of through the Friends of the Library. Items that contain serious misinformation, lacks resale value, or lack utility for other libraries will be recycled.

The value of an item is determined by condition, scarcity, area of interest, author/illustrator signature, and availability of customers. Most library

discards are not valuable unless they are scarce, have color plates, or form a collection.

- 11.1.3. Ethics. Belvin brought to the Board's attention the issue that the Bloomfield Public Library had regarding an OPRA case. A court has ruled against the Bloomfield Public library in a case brought by the Northern New Jersey Media Group. The judge decided that the library confidentially statute was trumped by the public's need to know about fines owed by trustees. Since the Board's Ethics Policy passed in 1993 and revised in 2007 requires Board members to be treated simply as members of the public, Belvin did not expect this problem to arise here. He did have all the trustees accounts reviewed and could say there were no large outstanding fines. He also had the staff accounts reviewed.
- 11.1.4. Meeting Room: Locking Up. Belvin reported that he had to call another group that had left the Henry Guest House vacant and had failed to call the Reference Desk to let them know that the meeting was over.
- 11.2. Finance Committee. Belvin reported that a budget proposal had been submitted to the City Administrator.
- 11.3. Program Committee.
 - 11.3.1. Children's Holiday Party: Over 75 children attended the party along with a number of other family members.
 - 11.3.2. Created Equal: The library and the New Brunswick African American Heritage Committee had three film screenings with scholar led discussions in observance of Black History Month and the 50th anniversary of the March on Washington. On Saturday, February 1, Dr. Clement Price led a discussion about the film Freedom Riders and the Civil Rights Movement. The Loving Story about inter-racial relationships was presented on Saturday, February 8, Kaia Niambi Shivers lead the discussion with a panel of Dorissa Lige, Dr. Charley Flint, and Jeff Hitchcock. Slavery by Another Name was presented on Saturday, February 22 with Cheryl Wilson, Director of the Rutgers Office of Student Involvement and Leadership leading the session. The three screenings are part of Created Equal: America's Civil Rights Struggle, an initiative of the National Endowment for the Humanities. NEH partnered with the Gilder Lehrman Institute of American History to develop support materials. Additional support has been provided by the Friends of the New Brunswick Free Public Library.
 - 11.3.3. MakerSpaces: The library has been awarded a \$10,000 contract by LibraryLinkNJ for the New Jersey Library MakerSpaces - The Leading Edge initiative, a joint venture between the State Library and LibraryLinkNJ. The initiative awarded funding to libraries interested in creating MakerSpaces for their communities. The libraries application focused on practical creation and handcrafts including requests for sewing machines and accessories, button making materials, and simple weaving materials for small children. The library has secured commitments from Unity Square, 4H, and the Knitting Club to help run clubs, classes, and special events utilizing the MakerSpace items. The library was one of ten recipients out of thirty-eight applicants. The application was submitted Darby Malvey. The committee that developed the application consisted of

Darby, Rosy Henderson, Linda Crittenden, Hsien-min Chen, and Joye Crowe-Logan.

- 11.3.4. NJ350: In addition to a joint observance of Black History Month with the New Brunswick African American Heritage Committee, Kym Kirkley guest curated an exhibit of African American history in New Jersey will be in the main lobby from February 1 to March 22. At the same time, in the Carl T. Valenti Community Room, The Indian Diaspora and New Jersey, will detail the immigration to America of a diverse East Indian population and their growing involvement as part of New Jersey's culture and history. The history of additional immigrant populations will be highlighted in displays now in development as the year progresses. In April, there will be a historical timeline depicting some of the significant people and events in the New Brunswick area, ranging from the Hall-Mills murder, through New Brunswick Sister Cities, to involvement in wars, and local industries. The timeline will be mounted in the Carl T. Valenti Community Room with extended displays in the main lobby. In June, Margaret Gurowitz, Chief Historian for Johnson & Johnson will mount an exhibit of the company's history.
- 11.3.5. Our Town: Our Town: Belvin and Pandey participated in an Our Town planning meeting on Friday, January 17.
- 11.3.6. Photography: The first photo workshop with Andrew Darlow was on Wednesday, February 19 from 7:00 to 8:30 p.m. The second workshop with Walter C. Wed will be on February 26 at the same time. The third workshop with Bill Blanchard will be March 5. The judging will be April 3 and 4. The opening reception will be Thursday, April 24 from 6:30 -8 p.m. at the library. The winning photos will be at George Street Playhouse as well as a display of digital images. About twenty photos will be displayed at the Heldrich and all of the entries will be displayed at the library from April 24 to May 24. Evelyn Rosa has encouraged Middlesex County College to participate. The New Brunswick Center students who enter can win cash prizes from the Center for their entries.
- 11.3.7. Poetry. Six Raritan Valley Federation of Libraries members will be participating in the poetry contest again this year. Participating libraries are Bernards Township, Bernardsville, Dunellen, Middlesex, New Brunswick, and Raritan. This year's theme is "Our Town," commemorating the 75th Anniversary of the play by Thornton Wilder. One pair of tickets per library to "Our Town" by Thornton Wilder at the George Street Playhouse will be awarded to the poets who best use the "Our Town" theme. Poets whose work is chosen for the Anthology will be invited to read at their home library's Poetry Celebration in April. The deadline for submissions is Friday, March 7. The Celebration Reading at New Brunswick Public Library will take place Monday, April 28 in the Carl T. Valenti Community Room.
- 11.4. Friend's Liaison: The December program was musicians from Mason Gross School of the Arts. The February program was to be Dennis Kobray speaking on Scott Joplin but because of the weather, it had to be postponed until September. The Brown Bag Lunch program for Wednesday, March 5 will feature John Hulme, a Highland Park author who with Michael Wexler has created a children's fantasy novel series, The Seems.

At their February Board Meeting, the Friends approved \$2,475 to support children's and teen programming. They also approved \$410 for a public performance license for movies.

Hsien-min Chen is applying for a \$500 grant from Constellation Power (her electric supplier) to support the Adult Summer Reading Program. If successful, the money would have to go through the Friends. The application deadline is February 1. The theme will be Literary Elements (science), and she was going to arrange for Liberty Science Center or Rutgers to do workshops.

12. Directors Report.

12.1. American Library Association MidWinter Conference.

Automats: Belvin reminded the Board members that about a decade ago, the Board had discussed establishing a kiosk service. He noted that the market had finally caught up with the library and that a number of vendors were now marketing self-service kiosks that circulate materials, for example, pikinc.biz and envisionware.com

David Balducci: The author David Balducci was one of the keynote speakers. A self-proclaimed, "library brat," he spoke of the challenge of doing research so that his books are as realistic as possible. He and his wife have set up a foundation to promote parent literacy and have teamed with Feeding American to reach as many as possible with food for mind as well as food for the body.

DigitalLearn: The Public Library Association's new site, DigitalLearn.org, is an Institute of Museum and Library Services grant-funded project to create an online hub for digital literacy support and training. Included in DigitalLearn.org is a collection of self-directed tutorials for end-users and a community of practice for digital literacy trainers to share resources, tools and best practices. Two other websites the presenter mentioned were everyoneon.org and BizFriend.ly

EBSCO: Belvin attended a luncheon sponsored by EBSCO, which is one of the major database producers. They had a major push towards the e-books collections. The area is complex for libraries due to publisher restrictions, bundling of titles and collections, and terms such as rights purchase or lease.

Google Glasses: One thing Belvin was not able to do was to have a trial of Google Glasses. Although they were available, the lines of librarians waiting to try them were simply too long.

Harry Potter Alliance: Andrew Slack is an activist who has taken a very different approach to creating an organization for grassroots change. Slack is working through chapters of fan clubs and crowdsourcing to activate people to make change in the world.

Hybrid Libraries: One concept that seems to be coming to academic libraries and perhaps to public libraries is hybrid libraries. These are libraries with self-service scanners so that individuals can find information in books that is not all ready available electronically and scan the items themselves under fair use copyright provisions. They can then either send the scan to themselves by email or load it on their flash drive.

Mango: Is an online interactive approach to practical conversational skills. Belvin said he had been very impressed in the ability of the program to assist in learning to say a sentence in French, a language he had never studied.

Philadelphia: While in Philadelphia, Belvin and his wife visited the Barnes Foundation and the Cathedral Basilica of Saint Peter and Paul. The latter is the archdiocese church, which was started in 1846 and completed in 1864. Belvin commented that the church lacks ground floor windows because of fears of mobs attacking the building. The Barnes Foundation is an art museum. The Barnes Foundation houses the art collection of Dr. Albert C. Barnes. Originally, in Merion, Pennsylvania, it was recently moved to Philadelphia. An incredible collection of post-Impressionist and early modern painters is displayed as Barnes wanted them, not spread out and professionally arranged but in intense ensembles that overwhelms the viewer with Renoirs, Cézannes, and Van Goghs.

Proquest: Another leading database vendor is Proquest. Proquest is generating more and more electronic historical document collections such as newspapers and declassified national security documents. One aspect that all the database vendors are trying to deal with is the overwhelming number of hits a search can generate and how to get the most relevant items to the top of the list.

Risking Everything: Belvin commented that sometimes serendipity is important. He stopped at the booth for the Wisconsin Historical Society and picked up their catalog, not something he would normally look at. In their catalog is a book entitled, Risking Everything edited by Michael Edmonds. The catalog contained an excerpt from the book which was a letter from a Freedom Summer volunteer about his experiences in the summer of 1964.

SIRSI: Belvin had a demonstration of the new interface that SIRSI will be providing this year. He felt it would be much easier for our patrons since it more closely resembles Amazon and Google.

Trench Journals: One exciting development for local history buffs is the digitization of trench journals from World War I. Trench journals were unit newsletters that were written by soldiers in the trenches for their fellow soldiers. What Belvin found most exciting about it was that with the centennial of World War I coming up, there are probably people from New Brunswick who have family letters that were sent back home. If these letters can be located, then a major exhibit utilizing the Proquest collection and these local documents could be mounted.

Young Adults: YALSA, the Young Adult Library Services Section, issued a call to action because of the continuing challenge of serving teens with shrinking budgets. They pointed out that of the 40 million adolescents in the United States, a Pew survey showed that 72% had used a library in 2012. That means 12 million adolescents did not use a library. Children of color now comprise 46% of those under the age of 18. In discussing the library paradigm shift, YALSA felt that libraries must become, “kitchens for ‘mixing resources.’”

- 12.2. Arts Council Mural. The application that the Community Arts Council submitted was not funded by the Middlesex County Cultural and Heritage Commission but a revised application was resubmitted.

- 12.3. Borbely: Belvin noted Jim Borbely death. Mr. Borbely's death was a lose of a friend to the library. The Board asked Belvin to prepare a letter of condolence for his wife.
- 12.4. Children's Services: Darby Malvey at the NJLA Children's Services Section's *Tips and Techniques for New Children's Librarians* presented a program entitled *All About Grants*. Darby was talking about the Verizon grant that the Friends of the Library received for the volunteer work her husband did.
- 12.5. Computer Training: Collaborating with Rutgers Student Volunteer Council, the library offered offering one-on-one computer skill tutoring to those who need to learn the basics of using a computer. It proved very successful this fall with the tutors and students faithfully turning up for their appointments and has restarted for the Spring. A Monday evening session has also been added.
- 12.6. ElibraryNJ: ElibraryNJ has had a huge increase in activity in 2013 with checkouts increasing from 895 in 2012 to 1716. This includes checkouts for all formats including the newly introduced Kindle format. There were 80 new users in 2013, bringing the total unique users with checkouts to 376.
- 12.7. Exterior Banners: One organization that is using the library wanted to put up an exterior banner. The Board while supportive of the services provided was reluctant due to the precedent it would set.
- 12.8. FaceBook. Our Likes are now up to over 700.
- 12.9. Financial Literacy: The Piscataway Public Library was successful in their application for a financial literacy grant being administered by the American Library Association and the Financial Literacy Regulatory Authority. They will be presenting programs here and in Piscataway on financial literacy.
- 12.10. Google Calendar: Belvin explained that Joye Crowe-Logan had embedded a Google Calendar on our web page. Anyone using Google calendar can add that information automatically is his or her calendar.
- 12.11. Grants: Dr. Sharon Stoerger, of SCI's Information Technology and Informatics contacted the library about applying for a Rutgers Community-University Research Partnership Grants for New Brunswick for improve diversity in information technology. Belvin has asked Rosy Henderson to work with her on this.

Hsien-min is working with Jennifer Warren, an Assistant Professor at SCI on another grant under the same program. She wants to form an adult advisory committee to gather ideas. Ms. Warren will assess the data she receives from the group and either conduct workshops/lectures herself, or find someone credible to do it.

- 12.12. Henry Guest House Roof: In mid-December, Belvin met with three roofing contractors that had worked on historic houses and were recommended by participants of the New Jersey History listserv. However, due to City bid requirements, the project will have to go out to bid. Belvin has requested help from Tom Guldin, the City Engineer, on this.
- 12.13. Henry Guest House Shutters: HMR Architects has been working on this project.
- 12.14. Holiday Festival: the library loaned the Community Arts Council three audio-visual carts for the festival.
- 12.15. JerseyCat: In 2013, New Brunswick Public Library patrons requested 188 titles (book, DVD, audio books, and magazines) and seven requests for a photocopy through JerseyCat. Our library fulfilled 173 title requests from other libraries through JerseyCat. This is down from 2012 when patrons requested 220 titles and had 65 photocopy requests and our library fulfilled 221 title requests and 1 photocopy request. The decrease in JerseyCat requests may be due to more holds being filled inside of LMxAC. In addition, in 2012 one patron was

ordering photocopies because he was writing a play and was requesting everything about a specific person. That patron did not order any photocopies this year. Another issue may be that more patrons requesting DVD's through ILL (especially recently released titles) and these often go unfilled because either libraries do not send AV materials or that most JerseyCat requests will not be filled if the title is newer than 6 months old.

- 12.16. Judy Freeman: Belvin mentioned that while he had mentioned Ms. Freeman's gifts, he was not sure he had told the Board who she actually was. Ms. Freeman besides being a visiting lecturer at Pratt Institute, where she teaches courses in children's literature and storytelling, she speaks at conferences and workshops on children's literature, storytelling, book talking, and school librarianship. A former school librarian, she served as a member of the 2000 Newbery Committee, the 2008 Sibert Informational Book Award Committee, and is on the 2014 Caldecott Committee. She writes the yearly *The Winners! Handbook*.
- 12.17. Links: Belvin has asked Joye Crowe-Logan to remove many of the links to .com sites since the library lacks the ability to ensure the accuracy of the sites.
- 12.18. LMx 2013 Awards Reception: Belvin and Celey attended the reception.
- 12.19. Middlesex County College Advisory Committee for the New Brunswick Center: Belvin has been appointed to this committee for a two- year term.
- 12.20. Net Neutrality: Barbara Stripling, president of the American Library Association issued the following statement: "The American Library Association is extremely disappointed with today's decision by the D.C. Circuit Court of Appeals to strike down the FCC's "Net Neutrality" decision. ALA has been a long-time supporter of the free flow of information for all people. Now that the Internet has become the primary mechanism for delivering information, services and applications to the general public, it is especially important that commercial Internet Service Providers are not able to control or manipulate the content of these communications.

"The court's decision gives commercial companies the astounding legal authority to block Internet traffic, give preferential treatment to certain Internet services or applications, and steer users to or away from certain web sites based on their own commercial interests. This ruling, if it stands, will adversely affect the daily lives of Americans and fundamentally change the open nature of the Internet, where uncensored access to information has been a hallmark of the communication medium since its inception.

"Public libraries have become leading providers of public Internet access, providing service to millions of students, elderly citizens, people seeking employment and many others every single day. Approximately 77 million people use public library Internet access every year. These users of libraries' Internet services, and people all across the country, deserve equal access to online information and services.

"The ability of the Internet to spread and share ideas is only getting better. With modern technology, individuals and small groups can produce rich audio and video resources that used to be the exclusive domain of large companies. We must work to ensure that these resources are not relegated to second-class delivery on the Internet – or else the intellectual freedoms fostered by the Internet will be seriously constrained. ALA will work with policy-makers and explore every avenue possible to restore the long-standing principle of nondiscrimination to all forms of broadband access to the Internet."

- 12.21. NJLA Public Policy: The NJLA Legislative Initiatives for 2014 will be restoration of the cuts in Per capita Aid; a Capital Construction Fund; continued support of the 1/3 mil and the

passage of the Johnson bill; and funding for the library network which includes the interlibrary delivery service.

- 12.22. OneClick Digital: Our newest acquisition was a subscription to OneClick Digital e-book database. The program started in October of 2013 and so far we have five patrons registered (two are staff members) and four items have been checked out.
- 12.23. Personnel: There is a promotion to Library Assistant for Gaby Mora in process as are promotions for Kavita Pandey and Darby Malvey to Senior Librarian.
- 12.24. Quarter of a Century Service at the Library: A number of library employees have reached or will soon reach twenty-five years of service at the library. Mrs. Ruth Schlosser celebrated her twenty-fifth anniversary on November 7, 2011, as did Melinda Garber on October 19, 2012. In the next two years, it will include Charles Applegate (January 5, 2015), George Chedid (March 29, 2015), Iren Ruschak (June 9, 2015), Belvin (November 13, 2015), and Linda Crittenden (September 23, 2016).
- 12.25. Snow: The library closed at 5:00 p.m. on Tuesday, January 21 due to snow. Jamodd Jackson, our maintenance man did an excellent job in the extreme cold temperatures of clearing as much snow as possible the next day. Jackson was outside seven of the eight hours that day. Elvin Ortega, his supervisor, also went out and shoveled for a couple of hours. Despite heavy applications of salt, certain areas could not be cleared due to the low temperatures. The library also closed Monday, February 3 at 5:00 p.m. due to another snowstorm. Again, Jackson with the assistance of Ortega coped with the snow. The continued snowfall however required Belvin's sons John and Michael to put in a combined five hours of shoveling to keep at least some of the pathways clear. Jackson also worked very hard on Wednesday, February 6 when the slushy mixture was very heavy, with 3" of snow, Jackson shoveled five hours, Ortega assisted him for three hours, and a work-study from Lincoln Tech shoveled for 1½ hours. However, staff was not able to clear the snow from all our sidewalks. It also snowed on February 8 and 9 when Belvin's son John also assisted Jackson and Ortega in snow removal. On Thursday, February 13, Belvin's two sons, John and Michael, and their friend, Marco Umanzor, shoveled for about two hours before Jackson arrived. Jackson then took over the snow removal. Belvin noted that the three young men were paid but not with public money. Because so many staff were unable to report to work either because their children were home due to school closings or because their local streets had not been plowed, the library could not be safely opened that day. On Friday, February 14, Belvin spread salt since Jackson took a sick day. Belvin was lucky to obtain a can of salt from the Public Works truck that salted the Welton Street parking lot. Belvin and his son Michael spread salt on Sunday, February 16 since no maintenance staff was scheduled that day.

On Tuesday, February 11, Belvin reported that he decided that, given the last two storms, that it was impossible for one man to promptly shovel all of the walkways especially considering that foot traffic packs the snow before 8:00 a.m. Belvin tried to contact the City Administrator and the Parks Supervisor about assisting the library.

Belvin also had a concern about a large hanging broken branch on the tree at Morris Street and Livingston Avenue that was threatening to fall. He felt that the only way to ensure the public's safety was to reduce the amount of sidewalk being cleared. Belvin told Ortega to instruct Jackson not to shovel the sidewalk between the Henry Guest House and the Livingston Avenue Morris Street corner, the sidewalk that angles from the park bench to the front of the library, and the sidewalk in front of the Henry Guest House. Barriers were placed in each section. Belvin also instructed that only the front steps closest to Morris Street be cleared. The

stairs on the Welton Street side have only one handrail and the center stairs are subject to an icy spot due to a drip from the tympanum.

Despite repeated calls to Home Depot and other stores, the library's salt supply was exhausted. Public Works permitted Ortega to go and pick up salt on February 20.

Loughlin has suggested that the best solution is to have the library employ a snow removal company. Belvin is in the process of getting approximate prices so that the budget may be modified to reflect this cost.

- 12.26. Snowman: On February 3, two of the library's neighbors, Katie Hector and Ben Schindel, decided to build a snowman in front of the library. Andy as he was christened ended up about eight foot tall with a red scarf. It has been one of the best attractions the library has had. Numerous families have stopped in front of the library to take photographs of the children with Andy.
- 12.27. Staff In-Service Training Day: On Lincoln's Birthday while the library was closed, there was a staff in-service training day presented by Claudi Monte of the CAM Consulting Group. The training, entitled *Moving Forward Together* was aimed at fostering teamwork. One interesting exercise that seemed irrelevant when it was described but proved very interesting was for five groups to draw a car and label the parts with the names of departments or people. Belvin noted two groups noted him as the brakes since he was the one to say no and two groups picked Linda Crittenden as the steering wheel. Another exercise was breaking the staff into three groups one of which listed "What are we doing well that we should *continue* doing?", one which listed, "What are we *not* doing well that we should *stop* doing?" and the last group was, "What should we *start* doing that we aren't doing now?" The results were:

What we do well:

1. Above and beyond customer services (helpful, friendly, and caring staff).
2. Diversity of staff: of different cultural background, perspective, and knowledge.
3. Supporting each other personally and professionally.
4. Working well with the community (NB schools, Rutgers, other libraries and community groups).
5. Adapting to change (staffing, budge, technology, patron needs/demands).

Should Stop doing:

1. Making too many exceptions for repeat offenders.
2. Disciplining patrons for behavioral problems.
3. Stop complaining unless you have a solution.
4. Transferring "problems" to other staff without explaining the situation fully.

Should do or have more (participants were especially encouraged not to restrict themselves to the possible):

1. More staff.
2. More reading contests.
3. Museum passes for checkout.
4. Open on Friday evening with additional staff.
5. A library café.
6. Continuing education classes for staff and the public (like watercolor painting, Tai Chi, etc.).

7. A semester of Spanish classes for staff so everyone can have basic conversational skills.
 8. More Adult Basic Reading and writing classes.
 9. More holiday decorations (Chinese New Year, St. Patrick's Day, Valentine's Day, etc.).
 10. More adult programming.
 11. More book sales.
 12. Books for babies (teaching parents to read to young children).
 13. Annual patron appreciation day (fine free day or refreshment).
 14. Book delivery for homebound patrons.
 15. Prison services.
 16. Original art loan (patrons can check out art pieces home to appreciate).
 17. Social workers on site for homeless or mentally ill patrons.
 18. Faxing services (patrons ask for this about 3-5 times a day).
 19. Notary public.
 20. Passport services.
 21. Doing a Seed Library (patrons can check out seeds to grow at home, and share the seeds from the harvest).
 22. Unlimited daily computer access.
 23. More literacy and parenting collections.
 24. Free showers for the homeless.
 25. Meter-free parking.
- 12.28. Tree Branches: Belvin called the Parks Department on January 15 since two large branches had broken and were hung up in the tree near the corner of Livingston Avenue and Morris Street. One of the branches fell down on February 13. During that snowstorm, Belvin, Ortega, and a passerby were able to drag it clear of the Livingston Avenue sidewalk.
 - 12.29. Tutors: The Rutgers tutors are again helping.
 - 12.30. Velocity: In 2013, our library sent out 5,211 packages through Velocity courier service. That number increased from last year by 98 packages.
 - 12.31. Vita and Income Tax: Volunteers from Beta Alpha Psi, the Accounting and Finance Honors Society at Rutgers will again help taxpayers file on line beginning Friday, February 7 and ending on Saturday April 12.
 - 12.32. Volunteers: In 2013, the library had 12 Adult (non-Rutgers) volunteers who, combined, donated 739.5 hours. The majority of these hours were spent on our biggest project of the year, sorting envelopes and photographs from the Home News Tribune. Other projects included typing obituaries that were found in the Home News Tribune envelopes to be posted on www.findagrave.com, comparing what was on our shelves with a list of what we own to see what was missing; typing vital statistics records into our new online database; removing spines from recyclable books; and other special tasks.

Jodi Silverman is a new intern who is a Rutgers English major and plans on continuing to the MLIS program. Besides experience in customer service and a background in literature with a focus on children and young adult fiction, she has tutored elementary and middle school students. She will help Kavita with programs. Her intern course requires 180 hours.

Daniel Flotard is a History Intern in his last semester at Rutgers. In the summer of 2012, he interned for a law firm. He will be working in the archives on various projects this semester. His first task is to work on various aspects of media for the Black History Month programming, including an effort to garner more coverage.

Dominic Leucci is a student at Lincoln Tech who needs to work four hours per week for twelve weeks for his Federal Work Study program. He will be working on building projects for Belvin.

Two groups of volunteers will be coming this Spring. The Bloustein Public Service Association will come on March 1 to sort books for the book sale, will help the Community Arts Council on April 5, and work on an Archive cleaning on May 3.

12.33. YAAR Meeting: In mid-January, Hsien-min Chen instructed her colleagues in the use and troubleshooting of the machines in Reference area. The February meeting will be a demonstration of the language-learning program Mango. The March YAAR meeting will be on Exploring Your Options for a Quality Retirement presented by the Society of Financial Awareness.

13. New Business.

13.1. Employment of a Board member's Relative. It had come to Belvin's attention that he had employed a member of a Board member's extended family when he added an extra-time security guard. Because the guard was already a City employee, he did not fill out an employment application. Since the person was not a blood relative or living in the Board members household, it did not contravene the Board's policy.

14. Other Matters.

14.1. Trustee Training: Leadership...Innovation...Inspiration: a Seminar For Library Trustees will be training presented by LMxAC. There are two locations; Wednesday, April 9 from 1:00 p.m. to 4:30 p.m. at the South Brunswick Public Library and on Saturday, April 12 from 9:30 a.m. to 1:00 p.m. at the Plainfield Public Library. Both sessions have lunch at Noon. topics will include how LMxAC membership delivers shared resources, cost savings, and progress to your community; LMXAC then, now, and tomorrow; member benefits; value-added services; member participation; return on investment; and innovative services at member libraries.

15. Public Comment.

16. Adjournment. Ortiz (Celey), unanimous.

Next Meeting March 26