

Board of Trustees  
Beth Binde, Pres  
Mireya Alfonso  
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

732-745-5271

## Minutes, Board of Trustees

January 28, 2015 5:00 p.m.

Approved February 25, 2015

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, Gutierrez, Ortiz; Excused: Alfonso, Clafien, J. Marchetta, 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 October 22 Meeting.
7. Approval of Bills. Ortiz (Celey), unanimous.
8. Election of Officers. Ortiz as the Nominating Committee presented the slate of Binde, President; J. Marchetta, Vice-President; Diaz, Secretary; Ortiz, Treasurer. Unanimous.
9. Cable Advisory Board Appointment. Binde as President appointed herself since no other member was able to accept the responsibility.
10. Staff Presentation: Belvin showed a PowerPoint annual report to the Board.
11. Committee Reports.
  - 11.1. Policy Committee.
    - 11.1.1. Jewish Family & Vocational Service of Middlesex County: On December 1, Belvin met with Debby Alter, the director of Jewish Family Services of Middlesex County about their fee for books. Alter explained to Belvin that their fee was to cover expenses that the Federal grant did not cover such as mileage and extra cost of books. Belvin pointed out to the Board that the Meeting Room Policy already specifically excludes Literacy Volunteers from its restrictions. The Board decided to exempt literacy programs from the terms of the policy.
    - 11.1.2. Approval of Grants: The current practice is for the library director to apply for grants and inform the Board at their next meeting since many grants have relatively short deadlines and prior approval might become impossible if a meeting were missed because of the lack of a quorum. Belvin cited the Appleton (WI) public library as having one approach: "The Board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the Library by external organizations." and "Grants applied for by staff and received from external sources, such as the state or federal governments, foundations or other funding bodies, are subject to the approval of the Library Board, as provided by statute. Whenever possible, staff will present any grant requests over \$500 to the Library Board for approval prior to submitting the request to the funding source. In cases of critical timing, the Board President may authorize such requests, which will be reported at the next Board meeting." The Board concurred that Belvin should seek other examples of such policies and that until a policy could be

formulated and approved, Belvin should continue informing the Board about grant applications as soon as reasonably possible.

- 11.1.3. Library Confidentiality: NJLA has been concerned about two conflicting state statutes. Nothing in the Library Confidentiality statute exempts minors from its protections. However, the Parental Access statute affords parents access to records of their minor children. These statutes conflict and which prevails is unclear in the opinion of library association's legal advisors. The legal advisors cannot tell how a judge would rule on the conflicting laws. Central to the guidance provided to NJLA is the assumption that the younger the child the more likely the Parental Access statute would prevail. Libraries hold parents financially responsible for their child's library materials and given online access to borrowing information, there may be no way to prevent a parent who signed for the original card and assigned a PIN not to have access to their child information.

## 11.2. Finance Committee.

- 11.2.1. Budget: The budget request was submitted on December 31. Belvin noted that the statewide average expenditure for libraries has declined from \$55.71 in 2009 to \$47.84 in 2013. Our request is for \$31.77 per capita for 2015. As an aside, Belvin mentioned that the PILOT program that the State was implementing for the casinos in Atlantic City could reduce that library's budget from \$5.2 million to \$2.8 million. Belvin also reported that a *New Jersey Library Construction Act* (A3966) had been introduced which would permit a public referendum on the issuance of \$125 million in bonds to finance capital projects in public libraries. In the justifications for this, along with the need for ADA compliance and expansion were that 78% of the libraries surveyed needed interior painting or re-carpeting and 49% needed electrical upgrades. In addition, A4001 has been introduced which would permit raising additional funds outside of cap by public vote.

- 11.3. Friends' Liaison: The December 3 program was a musical presentation by Spook Handy. The Friends' Holiday Cards using *Andy*, a photograph from the photo contest, has been very successful. The January 7 program was Steve DeMicco of Media and Message, a highly successful New Brunswick based political consulting firm. Paddy Has Gone for a Soldier by Mike Plunkett is the program for February 4.

## 12. Director's Report.

- 12.1. Active Shooter: The New Jersey State Library is offering Active Shooter Training on March 3. Kim Adams is attending. The training is being given by Camelot Security Associates.
- 12.2. Bike Rack: The opinion of Historic Preservation was that a bike rack within 100 feet would be an undertaking, i.e. "any project, activity, or program that can result in changes in the character or use of historic properties, if any such historic properties are located in the area of potential effects."
- 12.3. Book Drive: Tamara arranged for a book drive to donate books to children with the assistance of the Parent Association of Rutgers Prep and the New Jersey Professional Women's Association. These books were given away at the Holidays Around the World program on December 20.
- 12.4. Children's: In October, there were three passive programs: children learned about pounds and ounces with the Better Harvest Market donating a pumpkin for "Guessed the Weight of the

Pumpkin,” children drew and wrote book reviews of “spooky” books, and children made tissue paper ghosts to decorate the room. In December, the Holiday Festival was in conjunction with Esperanza Neighborhood.

In January, Chelsea Woods had a program called "Shelfies" for middle school children where participants look over older books or older copies of classic books and remake the cover into something more modern, i.e. something they would be more likely to pick up.

- 12.5. Chinese New Year: A Chinese New Year Celebration will be on Sunday, March 1. A Chinese YoYo team, a calligraphy teacher, and a wood carver have committed to come. Possible additional events will be a lion dance, and a folk dance or a martial art performance.
- 12.6. ELibraryNJ: ELibraryNJ continues to increase in activity, with checkouts increasing from 1,716 in 2013 to 2,338 in 2014. This includes checkouts for all formats (including the newly introduced Kindle format). In 2014, there were 53 new users increasing the library's unique user total to 480. These users read 1,883 titles.
- 12.7. Guest Portraits: It is now clarified that the family is planning to make a permanent loan to the library of the two portraits. Their concern about gifting them to the library is that at some future time, for whatever reason, the portraits might be relocated away from the Guest House, which is unacceptable to them. They will be paying for the appraisal while the library will cover the cost of the conservation work.
- 12.8. Henry Guest House Roof: The preconstruction conference with MTB Contracting and Tom Valenti, the Assistant City Engineer, was held on December 16.
- 12.9. Henry Guest House Shutters: A walk through for potential bidders was held on December 2. Receipt of bids has been postponed to February 3.
- 12.10. HomeWork Center: Professional tutors have asked to use the HomeWork Center computers during school hours to assist in their instruction of homebound or "home or out-of-school students", or a student "confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting" (NJ Department of Education definition). Based on our practice of allowing Rutgers students to give computer classes, it would be reasonable to allow professional tutors to use these computers without a librarian present.
- 12.11. Interlibrary Loan: In 2014, the library's patrons requested 345 (195 in 2013) titles (book, DVD, audio book, and magazine) and one photocopy through JerseyCat. This library filled 212 title requests (173 in 2013) from other libraries through JerseyCat. In 2014, the library sent 4,792 packages (5,211 in 2013) through the courier service. This included hundreds of packages with Home News Tribune envelopes between January and May.
- 12.12. Kid's Café: Wegmans has donated a \$100 gift card in support of the program.
- 12.13. Literacy: Jewish Family Services was unable to arrange for a tutor for one of their citizenship classes so they are only meeting on Monday nights.
- 12.14. LMxAC: The consortium has signed a contract for five years with the current software vendor, SirsiDynix Symphony. The two other comparable systems were just as, if not more, expensive and did not offer appreciable operating benefits. The consortium expects to add another Middlesex County library and a major urban library in the next few months. They will also be holding training in conjunction with the changes in the Baker & Taylor ordering software we use. Although it will have very little effect upon our patrons, the Bergen County Cooperative Library Services has left the Open Borrowing program.
- 12.15. MakerSpaces: Reporte Hispano tweeted “programa muy bueno para nuestra gente de cocer y sembrar sus ideas” about the MakerSpace project. Hsien-min Chen is going to do a demonstration of the Silhouette Cutter at the Library Maker Toolkit Workshop on March 10.

- 12.16. MURAL: Belvin and Susan Permahos of the Summit Public Library are working on a revision of the MURAL reciprocal borrowing agreement. A situation at the Hillside Public Library which closed because of flooding and has not reopened for over a year demonstrated areas of concern in the existing agreement.
- 12.17. Newspaper Digitization: Hsien-min Chen spoke to the Library, Archives, and Manuscripts Management Committee of the Somerset County Historical Society on January 13 about our newspaper digitization.
- 12.18. Photography Grant: The Middlesex County Cultural and Heritage Commission has awarded the library a \$1,450 grant to conduct a photography contest. The grant period is 2015. There is a 50% cash match.
- 12.19. Staff Training: Linda is arranging for a staff workshop on Lincoln's Birthday, February 12, Cultural Diversity: Awareness and Action taught by Lourdes Tango. This is sponsored by LibraryLinkNJ which will pay 75% of the speaker's fee and expenses.
- 12.20. Taxes: Volunteers from Beta Alpha Psi, the Accounting and Finance Honors Society at Rutgers, will again be assisting members of the public in completing their income tax filing. They will start February 6 and continue until April 11. This annual service is sponsored by VITA, the IRS Volunteer Income Tax Assistance program, and is for those of low to moderate income. Because of budget cuts, the IRS Tax Forms Outlet Program has reduced the number of forms that will be available at the New Brunswick Free Public Library and at other libraries. Only Forms 1040, 1040A and 1040EZ will be available in paper form. Copies of other forms and instructions are available through the Internet for viewing and downloading at [irs.gov/forms](http://irs.gov/forms). For forms and instructions to be delivered by mail, they suggest ordering on the Internet at [irs.gov/orderforms](http://irs.gov/orderforms) or by phone 800-829-3676. The librarians have had a number of email discussions about how we can assist patrons in dealing with this. The IRS supplies the library with a book, *Reproducible Copies of Federal Tax Forms and Instructions* which patrons can make copies from. One possibility would be to allow more free printing but that could become very expensive since many of the instruction booklets are substantial in length. Another is to print copies of the more popular forms in advance. Another, perhaps more feasible alternative, would be to treat people's use of computers for tax returns as we do homework, i.e. without a time limit so they can read the instructions online.
- 12.21. TechFest: Chelsea and Linda have been asked by LibraryLinkNJ to present on our library's experiences with "STE@M & Inter-generational Programming" at TechFest 2015 in March.
- 12.22. Volunteers: In 2014, the library had eight adult volunteers who were not from Rutgers. They donated 227½.5 hours. The majority of this time was spent on typing vital statistics records into the online database. Other projects included sorting envelopes and photographs from the Home News Tribune, checking what was on our shelves with a list of what we own to see what was missing; typing up obituaries from The Home News Tribune for [www.findagrave.com](http://www.findagrave.com); removing spines from recyclable books; and other tasks.

The library gave our two ESL volunteer tutors \$25 gift cards. A volunteer from the Joseph Kohn Training Center started January 7. She is typing vital statistics as is Rutgers Prep student who is volunteering on Saturday mornings.

### 13. Other Matters.

- 13.1. NJLA Annual Conference will be April 20 to April 22, 2015 at the Ocean Place Resort in Long Branch. It was mentioned that trustees could register at the member rate since they are members of the New Jersey Library Trustees Association. There was discussion that the second day of the conference was the same day as the April Board meeting.

14. Adjournment. Ortiz (Celey), unanimous.

**Next Meeting February 25**