

Board of Trustees  
Josephine Marchetta, Pres  
Beth Binde  
Mireya Alfonso  
Deborah Celey  
Carmen Diaz  
Nilda Gutierrez  
Russell Marchetta  
Karen Monus  
Benito Ortiz  
Cecilia Claffen (1922-2015), Emeritus

# New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

## Minutes, Board of Trustees

January 27, 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: Alfonso, Binde, Celey, J. Marchetta, R. Marchetta, Ortiz; Excused: Diaz, Gutierrez, Monus; Staff: Belvin, Crittenden.
4. Election of Officers. Binde reported for the nominating committee the slate of J. Marchetta, President; Binde, Vice-President; Celey, Secretary; and Ortiz, Treasurer. Approved unanimously. J. Marchetta thanked Binde for her two terms as President and commented that her formal connection to the library dated back to her first paid job as a Page at the library.
5. Approval of Excused Absences. R. Marchetta (Binde), approved unanimously
6. Approval of Agenda. Alfonso (Celey), approved unanimously.
7. Approval of Minutes for December 9. Celey (Alfonso) approved unanimously (Binde and Ortiz abstaining).
8. Approval of Bills. Celey (Ortiz) approved unanimously.
9. Committee Reports.
  - 9.1. Policy Committee. No report.
  - 9.2. Finance Committee. Belvin is working on a budget to maintain staffing and services at current levels.
  - 9.3. Friends' Liaison: Friends voted \$3,000 for Youth programming for 2016.
10. Staff Presentation. Chelsea Woods-Turner will do a presentation on Tween services on February 24. Kim Adams' presentation will be April 27.
11. Director's Report.
  - 11.1. Big Read: If the library fails to get the Career Connect project, the library is considering applying for the Big Read project in 2017.
  - 11.2. Children's Room: For African American History Month, on each day in February, Karen Stuppi will post an African American history trivia question. Children can find the answer either online or in a book and then complete an entry form. The next day a winner will be picked from the correct answers.
  - 11.3. Constellation Grant – Adult Summer Reading: Hsien-min Chen will be applying for the Constellation Grant again for the Adult Summer Reading Program. This year's theme will be wellness, fitness, and sports. The preliminary plans are for a week long program kick-off and registration and then a Zumba or Tai Chi program, a healthy eating or "how to deal with picky-eaters program, and a workshop on customizing workout t-shirts
  - 11.4. Digital Library: The OneClick Digital e-book database now has 17 users, up from 9 last year (three employees also have accounts). These 17 users checked out 17 titles this year. ElibraryNJ continues to increase in activity, with checkouts increasing from 2,338 in 2014 to 2,669 in 2015. This includes checkouts for all formats. This year we had 52 new users. Users read 2,217 titles.
  - 11.5. Google: Belvin and Woods-Turner met with Luis Fernandez, the Program Manager of Google Community Leaders Program: New Brunswick. The Google Community Leaders Program (CLP) was founded in 2011. CLP was founded to bridge the digital divide by connecting the

community with local student talent. The Google CLP New Brunswick chapter is designed to bridge the digital divide in the local community. It aims to help small businesses, entrepreneurs, nonprofits, and individuals build an online presence, and to improve digital literacy and access in the community. Crittenden and the Youth Service librarians are continuing to meet with them.

- 11.6. Guest Portraits: Belvin reported that Evan Beamesderfer of Beamesderfer Gallery in Highland Park helped in supplying without charge a hanging system that allowed the portraits to be hung securely but so that they could be removed quickly in case of an emergency.
- 11.7. Henry Guest House Shutters: The fabrication of the shutters has begun.
- 11.8. Interlibrary Loan: In 2015, patrons requested 375 titles (books, DVDs, audio books, and magazines) and one photocopy through JerseyCat. The library fulfilled 193 title requests from other libraries through JerseyCat. In 2014, our patrons requested 345 titles, and our library fulfilled 212 title requests. In 2015, our library sent out 4,592 packages through the courier service compared to 2014, when 4,792 packages were sent (This included hundreds of packages filled with envelopes from The Home News Headquarters relocation.)
- 11.9. Literacy: Last year the library had Wednesday and Friday morning ESL Cafes but in 2016, the library has added an additional ESL Cafe on Wednesday nights. More good news is that the Tuesday and Thursday volunteer tutors will continue donating their time in 2016. Jewish Family Services continues their Citizenship Class on Monday nights. There are ESL Conversation Groups on Tuesday, Thursday, and Saturdays and ESL Conversation Cafes on Wednesday morning in collaboration with PRAB, Wednesday evening, and Fridays.
- 11.10. Newspaper Digitization: Belvin has been requested to serve on the National Digital Newspaper Program New Jersey Advisory Committee.
- 11.11. NJLA: Rosy Wagner is currently in her second year as Member At Large for the NJLA Young Adult section and is Co-chair of Garden State Teen Book Awards Committee. She is planning on running for Vice President of the Young Adult section this Spring.
- 11.12. One Stop Grant: The library was informed by the Department of Labor and Workforce Development (LWD) about a grant opportunity to provide Uniform Career Guidance and Job Search Assistance Services for job seekers. LWD will grant \$50,000 each to twenty-six libraries throughout New Jersey so these libraries can direct job seekers to the use of a computer-based platform when job seekers need assistance. The \$50,000 is intended to provide at least 25 hours per week of service and pay for personnel, administrative costs, and office supplies. The grant cycle is projected to be April 2016 to April 2017. The library intends to apply because the One Stop Career Center closes at 4:00 p.m. on weekdays and is closed on weekends. The library can provide services from 4:00 p.m. to 9:00 p.m. Monday to Thursday, and from 10:00 a.m. to 3:00 p.m. on Saturdays. An additional challenge that job seekers face is that free county bus only runs between the downtown New Brunswick and the One Stop Career Center every hour making it inconvenient for many. The youth empowerment service at the One Stop Career Center is not able to assist youth 16 to 24 years of age during the evening, however, if the library receives the grant, the One Stop Career Center intends to send a job coach once a week as an in-kind contribution to service this age group. Most of the \$50,000 will be for salaries. The library will propose \$23.00 to \$25.00 per hour to hire experienced personnel to share the 25 hour per week requirement by the grant. This will be a combination of additional hours for existing staff and at least one part-time hire of someone who has experience assisting job hunters and is fluent in Spanish. The One Stop Career Center and the library will promote each other's open hours and share recruitment fairs so more people can benefit from them. The Puerto Rican Action Board intends to refer job seekers to the library when someone needs help in the evenings.

- 11.13. One Stop: A representative of One-Stop will do training of library staff on the job searching process on February 2.
- 11.14. Planning: Belvin commented that far too often, many library boards and many directors want to add new programs and activities without assessing what activities they will have to cease to balance the resources the new activity demands.
- 11.15. Programs: Belvin mentioned that Kim Adams had suggested a set of programs on Comparative Religions including Judaism, Islam, Buddhism, etc. Belvin will suggest sponsoring these to the Friends. Ortiz suggested a program on the electoral process so that young people could be better informed about voting.
- 11.16. Snow: Because of the record snowfall (26.7"), the library was forced to be closed on Saturday January 23 and Sunday, January 24. The Parking Authority was cooperative in providing alternative parking for the employees.
- 11.17. Steam Boiler: The steam boiler, which dated from 1974, had failed inspection. Ortega had garnered quotations from three vendors and the least expensive qualified vendor has installed the new boiler which is working very satisfactorily.
- 11.18. Volunteers: In 2015, the library had sixteen adult volunteers who, combined, totaled 446.5 hours. In 2014, we had eight volunteers contribute 227.5 hours. The majority of these hours were spent on our biggest project of the year, typing vital statistics records into our online database. Other projects included scanning photographs that had been donated, writing down barcode numbers from our children's collection for inventory, removing spines from recyclable books; and other special tasks. Two volunteers specifically donated their time to the Archives. Seven volunteers performed mandatory community service and contributed 364 total hours. A high school honor student began volunteering on Saturdays in 2013 and has so far completed 237 total hours. Currently, a high school student is completing her National Honor Society requirement of twenty hours doing inventory.
- 11.19. Wireless Access: The 873 devices (patrons may have had more than one device) accessing our wireless network in December used 648 gigabytes. Of that, 749 devices (86%) were smart phones or tablets consuming 83% of the usage. Windows systems accounted for 12% of the devices using 15% of the usage.
- 11.20. YAAR Meeting: the January 8 meeting was on the use of the two updated microfilm machines and the Computer Use Only card.
12. Unfinished Business.
13. Old Business.
14. New Business.
15. Other Matters.
  - 15.1. NJLA Conference: The annual NJLA Conference will be May 16 to May 18 at Harrah's Waterfront Conference Center in Atlantic City. Registration opens February 1. The featured speakers are Stanley Newman the editor of the Newsday Daily Crossword (President's Program, Monday, 7:00 p.m.); Cory Doctorow (Keynote, Tuesday); Jay Asher (Keynote, Wednesday); Rita Williams-Garcia (Garden State Book Award Luncheon Speaker); and Terry Reese, the head of Digital Initiatives at the Ohio State University (College & University Luncheon Speaker),
16. Public Comment.
17. Adjournment.

**Next Meeting February 24**