

Board of Trustees
Josephine Marchetta, Pres.
Beth Binde
Deborah Celey
Carmen Diaz
Russell Marchetta
Karen Monus
Benito Ortiz
Nicole Tracy
Janice Baldwin Williams
Cecilia Clafien (1922-2015), Emeritus

New Brunswick Free Public Library

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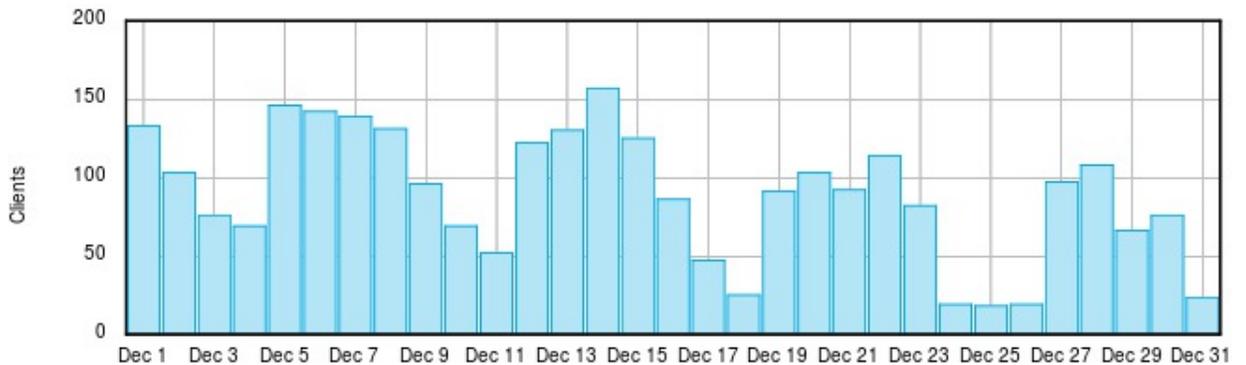
Minutes, Board of Trustees January 25, 2017 5:00 p.m.

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: Binde, Celey, Diaz, J. Marchetta, R. Marchetta, Monus, Ortiz, Tracy, Williams; Staff: Belvin, Crittenden.
4. Approval of Agenda.
5. Approval of Minutes for December 14.
6. Approval of Bills. Postponed.
7. Nominating Committee: The nominating committee reported a slate of J. Marchetta President, Binde Vice-President, Ortiz Treasurer, and Celey Secretary. Monus (Tracy), unanimous.
8. Calendar of Board Meetings 2017.
9. Committee Reports.
 - 9.1. Policy Committee.
 - 9.1.1. Photography Release. A simplified release form was proposed. Tracy (Monus) unanimous.
 - 9.1.2. Interviewing patron: The Rutgers Graduate School of Education is again offering as part of a course the English Conversation Cafés. One of their doctoral students, Tuba Arabaci Atlamaz, is doing research focused on the Rutgers course. Along with observing and interviewing students during the course, she is hoping to interview two community members. The IRB for institutional review is completed and approval has been received from Rutgers. The Board felt this was acceptable as long as it was voluntary.
 - 9.1.3. African American Heritage Committee: The association is putting together a pamphlet for sale at \$10.00 each at their program on February 11. The booklet will include the history of the organization, a time line, pictures of slavery, the preamble, 13th and 14th amendments of the Constitution, New Jim Crow laws, and a reading list of books that can be reviewed or purchased on slavery and racism.
 - 9.1.4. Meeting Room Policy: There was a discussion about the appropriateness of specifying whether partisan political activities could or could not use the meeting room. There was a consensus that candidate forums with all candidates were more appropriate to the purposes of the library.
 - 9.2. Finance Committee. Belvin is working on the budget. It is due January 30.
 - 9.3. Friends' Liaison: The Friends' January program had to be canceled because of the unavailability of the speaker. The February 1 program is the Victor Marshall Hand & Drum Ensemble. Victor Marshall is a jazz musician and percussionist.
10. Director's Report.
 - 10.1. Cable TV Committee: Belvin has been reappointed to the City's Cable TV Committee.

- 10.2. Career Connections: Not all patrons who use the counseling from the Career Connections project inform us of their success. One who did is a man who found a job after coming to the library several times for job application, resume, and cover letter assistance. Another was a woman who came in thank the program for helping her get a part-time job and came back when she received an offer of a full-time position to thank the staff and created another resume from scratch to be more prepared in the future. Another patron came in for a resume a few months ago, was hired but let go because it was a temporary position. He has two pending interviews and with extra assistance in searching for the online New Jersey Driver's Manual, he passed the written and driving tests and now has a driver's license. There will be an introductory program entitled Path to Employment on February 9.
- 10.3. Cinco de Mayo: The Cinco de Mayo celebration in collaboration with Lazos America Unida and the New Brunswick Cultural Center will be Sunday, May 7 from 1:00 to 6:00 p.m. Additional sponsors are Esperanza Neighborhood, Rutgers Center for Latino Arts and Culture, Unity Square, New Brunswick 4-H Club, Puerto Rican Action Board (PRAB) Family Harmony Success Center, and Professional Latino Firefighters of Central New Jersey: New Brunswick Chapter. There will be storytelling by re-enactor Domingo Camarillo as Benito Juárez, President of Mexico, a movie showing, music and dance performances, and a bouncy house. The event will include family entertainment such as sombrero crafts, face painting, piñata, Mexican folk music, and cultural refreshments. This event will be covered by radio stations WUEY 103.9 FM LA COSTENA, Rutgers Radio www.wrsu.org, 88.7 FM, TV ASIA, and "Makin Waves" by Bob Makin from the Gannett Newspapers.
- 10.4. Community Arts Council: Kavita Pandey was thanked at their January meeting by Claudio Mir who is arranging a school art contest for the New Brunswick Food Alliance. Kavita was able to supply him with the forms and methodology that she uses for the library's annual photography contest that he was able to adapt for his project.
- 10.5. ElibraryNJ: Electronic books continue to increase in activity, with checkouts increasing from 2,338 in 2014 to 2,669 in 2015. This year we had 52 new users. Users read 2,217 titles.
- 10.6. Facebook: One patron rated us on our Facebook page with five stars and, "Wonderful genealogy department, with very helpful staff."
- 10.7. Historical Association: Belvin has been reappointed to the New Brunswick Historical Association.
- 10.8. Hungarian Collection: The Hungarian books have now been removed and the Science Fiction books are located there now.
- 10.9. Interlibrary Loan: In 2016, New Brunswick Public Library patrons requested 264 titles (book, DVD, audiobook, magazine) through Jerseycat. The library fulfilled 178 title and one photocopy requests from other libraries through JerseyCat. In 2015, our patrons requested 375 titles and one photocopy request, and our library fulfilled 193 title requests. In 2016, our library sent out 4,618 (4,592 in 2015) packages through Velocity courier service.
- 10.10. Judy Freeman: Ms. Freeman donated another eight boxes that one of Belvin's sons picked up.
- 10.11. Literacy: In Fall 2016, a semester total of 242.15 facilitation hours were served by the Rutgers students and a few other volunteers. Conversation facilitators provided English language practice for a total of 33 participants with an average attendance of 11 in the Wednesday English Conversation Café over a period of 10 weeks. Conversation facilitators provided English language practice for a total of 27 participants with an average attendance of 11 in the Friday English Conversation Café over a period of 8 weeks. Jessica Hunsdon is going to start an ESL class for the novice English speakers as a pilot on Monday evenings. Wednesday morning ESL Cafés will begin from February 8 and the Wednesday evening ESL Café begins February 22. The Friday ESL Café will start February 24. ESL Groups meet Tuesday and Thursday nights. The Citizenship Group will continue on Monday nights.

- 10.12. Movies: The library is requesting the Friends renew the movie license. In 2016, the Monday movie nights gave adults an opportunity to watch new releases and hard to find classics. The Youth Services departments were able to show movies during after school hours and long breaks for children who are staying in the library for an extended time. Films shown included *Inside Out*, *Finding Dory*, *Pete's Dragon*, *The Secret Life of Pets*, and *The Good Dinosaur*; Three Star Wars movies were part of a series to celebrate the release of the latest Star Wars movie.
- 10.13. Newspaper Digitization: The New Brunswick Sunday Times has been digitized from 1916 through 1929.
- 10.14. 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.
- 10.15. NJLA: The New Jersey Library association is advocating for both library media specialist in every school and a curriculum for information literacy.
- 10.16. Public Sculpture: The base of the Third Reading of the Declaration statue will be made of black Indian granite. The company supplying it suggested buying a fifth panel so that if one is damaged, a match would be available. Belvin has offered to store it in the basement of Henry Guest House.
- 10.17. Social Work Intern: The social work intern has created a variety of brochures on educational, medical, legal, and employment resources in the area. She is now available for patrons to consult on Mondays, Thursday, and Fridays.
- 10.18. Staff Training Day: The Staff Training Day program on Lincoln's Birthday will be *The Teen Brain - Providing Quality Customer Service to Our Teen Patrons*. The focus is to understand the way teens & tweens think and how this can help us provide a welcoming atmosphere as well as set healthy boundaries with patrons in this unique developmental stage.
- 10.19. Tax Help: The Volunteer Income Tax Filing Assistance will be February through April on Fridays and Saturdays. It will not be available from March 10 through March 19 while the Rutgers students are on Spring Break.
- 10.20. Volunteers: In 2016, the library had 16 adult volunteers who, combined, totaled 579 hours and 45 minutes. In 2015, we had 16 volunteers contribute 446.5 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 writing down barcode numbers from our collections for inventory, pulling books to be discarded from the shelves; removing spines from recyclable books; and other special projects such as painting the bathroom door downstairs and assisting at Rutgers Day. Two volunteers specifically donated their time to the Archives with Librarian Kim Adams. Five volunteers were High School students performing community service for admission into the National Honor Society. They contributed 50 hours and 20 minutes. Five volunteers were required to perform mandatory community service for traffic violations and they provided nearly 450 hours.

10.21. Wireless: In December, there were 936 distinct clients (daily average: 89) who transferred 645 GB.



10.22. Young Adult usage of Computers:

Totals By Grade:													
6th	7th	8th	9th	10th	11th	12th	Yealy Total:						
220	972	373	453	467	370	250	3105						
Totals by Grade and Appointment Type:													
6th Academic	6th Personal	7th Academic	7th Personal	8th Academic	8th Personal	9th Academic	9th Personal	10th Academic	10th Personal	11th Academic	11th Personal	12th Academic	12th Personal
29	191	556	416	283	90	437	16	413	54	352	18	244	6
Personal Totals:				HW Totals:									
791				2314									
Appointments by School:													
NBHSTHS		NBHS		New Brunswick Middle Schools		Vocational Schools		Woodrow Wilson		Colleges, Other Libraries, Other School Districts			
266		1110		1560		76		5		88			

10.23. Young Athletes: the winter session will be from January 23 through March 27.

- 11. Unfinished Business.
- 12. Old Business.
- 13. New Business.

13.1. Website Upgrade. Belvin informed the Board that the staff would be working on a website upgrade. Monus volunteered to give input.

- 14. Other Matters.
- 15. Public Comment.
- 16. Adjournment. Monus (Celey), unanimous.

Next Meeting February 22, 2017