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Karen Monus
Benito Ortiz
Cecilia Clafien, Emeritus

New Brunswick Free Public Library

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Minutes, Board of Trustees

July 23, 2014 5:00 p.m.

Approved September 24, 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, J. Marchetta, Monus; Excused: Clafien, Diaz, Gutierrez, R. Marchetta, Ortiz; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Alfonso (Celey), unanimous.
5. Approval of Agenda. Alfonso (J. Marchetta), unanimous.
6. Approval of Minutes of the March 26 Meeting. Celey (Alfonso), Aye: Alfonso, Binde, Celey, and Monus; Abstain: J. Marchetta.
7. Approval of Bills. J. Marchetta (Celey), unanimous.
8. Bylaws Amendment. J. Marchetta and Monus expressed concerns about the proposed Article IV Section 5 concerning electronic participation. After discussion, the consensus was to strike the article. J. Marchetta (Monus) to approve as proposed minus Article IV Section 5, unanimous.
9. Committee Reports.
 - 9.1. Policy Committee.
 - 9.1.1. Behavior Policy. Belvin noted that he had recently checked and in the New Jersey “No Smoking” statues, e-cigarettes are included as per P.L. 2009, c.182. He added a footnote to the Behavior Policy in this regard.
 - 9.1.2. Media Contact Policy. Belvin distributed a draft of a Media Contact Policy and it was referred to the Policy Committee.
 - 9.2. Finance Committee.
 - 9.2.1. Budget: Alfonso, Binde, and Belvin attended the City Council’s Budget Hearing. Although there were no questions about the library’s allotment, Belvin had prepared a list of items about the library’s activities last year: 300+ visitors per day; Adult Summer Reading; Answers about 40,000 reference questions per year; Children and Teens Tutoring (Rutgers); Children’s Room often has 60 to 70 children per day visiting it; Citizenship Classes (in conjunction with Family & Vocational Service of Middlesex County); Community Room and Henry Guest House; Computer Access—Ten hours per hour open not counting wireless; Friends of the New Brunswick Free Public Library; Great Migration II. The African American Heritage Committees; Holi Festival; Homeless; Interlibrary Delivery: In 2012, 5,113 packages were sent through the Velocity courier service; Literacy—Conversation Groups and Conversation Café (Rutgers); Los Lienzos de Santa Maria de Zacatepec; MakerSpaces Grant; Mysteries at the Museum; Newspaper Digitization; Open 3,000+ hours, seven days a week; Photography Contest—Our Town; Poetry Anthology—Our Town; Story Hours; Summer Reading Program and Faire; Tax Assistance: Over 250

people were assisted with their taxes and had their returns filed electronically by the VITA volunteers from Beta Alpha Psi; Verizon Volunteers Program; Volunteers especially in local history and archives; Zinio.

9.2.2. USB Financial Services Certification. Will be signed at next meeting.

9.3. Friends' Liaison: The Friends' Annual Meeting was held on June 2. Monica Tarver was elected president, Anne Gordon, Vice-President, Peggy Sica, Secretary, and George Dawson, Treasurer. The new board members are Yesenia Hernandez, Carlos Fernandez, Nicole Tracy, and Gerarda Pizzarello. Retiring directors, Cecilia Claflen and Jennie Fischer were elected as directors emeriti. There will be a tour of the library for the Friend's board on August 21 at 6:00 p.m. The Friends book club titles for the coming year include Ken Follett's *Fall of Giants*, Joanne Hamilton Rajoppi's *New Brunswick and the Civil War*, *The Ransom of Russian Art* by John McPhee, *The Unwinding: An Inner History of the New America* by George Packer, and Azar Nafisi's *Reading Lolita in Tehran*.

10. Directors Report.

- 10.1. Adult Summer Reading: The science fiction movies started July 7. Joye is planning an end-of-summer event for the Adult Summer Readers.
- 10.2. Bees: Another swarm of bees attached themselves to the building on June 5. With the assistance of the Fire Department's bucket truck, the beekeeper was able to remove them.
- 10.3. Bike rack: Belvin has been discussing bike racks with George Street Coop.
- 10.4. Complaint: A patron complained that one of the staff sighed each time when she did not bring her library card. I spoke to the staff member about this. I also explained to the patron that bringing her card was required and that when the library charges out materials to the patron without their card, it is as a favor to the patron.
- 10.5. Crossroads Theater: The Middlesex County Cultural and Heritage Commission has a grant from Johnson & Johnson to encourage use of the Crossroads Theater. The library applied to hold two events there, the reception for the planned Crossroad's exhibition and the photography contest reception.
- 10.6. Dr. Bonilla-Santiago; Belvin attended a book signing at New Brunswick Tomorrow for Dr. Bonilla-Santiago who has written a book, *The Miracle of Cooper Street*. Dr. Bonilla-Santiago, a Board of Governors Distinguished Service Professor at the Department of Public Policy and Administration and Director of the Center for Strategic Urban Community Leadership at Rutgers helped create the LEAP Academy University Charter School in 1997 in Camden. Dr. Bonilla-Santiago is an advocate of merit-based pay for teachers.
- 10.7. Driveway: Elvin Ortega is soliciting quotations for replacing the grass on the slope by the back driveway with a groundcover. Jamodd Jackson, Elvin Ortega, and Belvin's son have tried to mow the slope and found it very difficult.
- 10.8. FINRA: Carole Glade, who currently works with the Office of Professional Continuing Education at Rutgers University, will present a program on financial planning on July 24. The program is made possible by a grant from the FINRA Investor Education Foundation through Smart Investing @ your library®, a partnership with the American Library Association.
- 10.9. Fourth of July: Belvin was one of the readers of the Declaration of Independence at the State Theater on July 3.
- 10.10. Genealogy: A patron in Connecticut who is a descendant of the Hagel family who first settled in New Brunswick is donating a copy of a book about her family's genealogy because of the helpfulness of our reference staff.
- 10.11. Archives and History Day: On October 11, Hsien-min Chen and Kim Adams are representing the library at the New Jersey Archives and History Day to promote our resources.

- 10.12. Lintel: In 2006, the library received a stone section from the demolition of the Bayard Street School. This proved to be the lintel from the doorway of the 1797 jail that the Bayard Street School was built around. The Middlesex County VOTech have created a display case for it and the court has picked it up. Belvin will inform the Board when the installation at the courthouse is ready.
- 10.13. Literacy: During the Spring 2014 semester, Rutgers students provided over 105 hours of service supporting the Conversation Café and conversation groups.

Currently there are four ESL activities. ESL Conversation Groups meet on Tuesday and Thursday evenings from 7:00 p.m. to 8:30 p.m. This is for Adult learners (over the age of 18 and be able to speak some English) to improve their English language skills through the use of "real-life materials."

The ESL Conversation Café is an informal conversation group welcoming all levels of English speakers over the age of 18. Participants can improve their English through one-on-one or small-group conversations. English conversation partners facilitate intercultural conversations through a course offered at the Graduate School of Education. During the Summer meetings are every Friday and Wednesday. This program is made possible through a partnership of The Conversation Tree: Community-Based Language Partnerships, a program created by Rutgers Graduate School of Education and The Collaborative Center for Community-Based Research and Service, and the New Brunswick Free Public Library.

ESL/Citizenship Classes are a program of the Jewish Family & Vocational Service of Middlesex County. These classes at the library are free Citizenship Classes that provide opportunities to learn about U.S. government and U.S. history and to improve English language skills while preparing for the Citizenship Exam. Immigration and Citizenship application assistance provided as well. Classes meet on Mondays and Wednesdays.

LNJ ESL Conversation Group is a program by Literacy New Jersey – Middlesex County Programs. The group provides a comfortable setting for the practice of spoken English language skills. Participants must be 18 years of age or older. Meetings will be every Saturday, September 20 to December 13 2014.

- 10.14. LMxAC SmartPay: The library is averaging about \$600 per year in online fine payments. This is about 4% of all fines that the library receives in a year.
- 10.15. Mae Silver: Ms. Silver's book, *Stars on the Diamond: Early Women's Softball in Jersey* is now available on Amazon.
- 10.16. Maintenance: During Jamodd Jackson's vacation, Elvin Ortega arranged for a cleaning company to clean the building during the evenings. They are doing a good job. Belvin noted that Ortega had gone far beyond his job responsibilities as Computer Specialist and Jackson's supervisor including, with a Library Assistant, Marco Arias, doing trash pickup outside and cleaning restroom messes during the day so that the restroom facilities could remain available.
- 10.17. MakerSpaces: The staff will have training and practice on the MakerSpace equipment during the last two weeks of August.
- 10.18. Maps: the Engineering Department donated three maps to the library including a site map of the US Rubber Company dated 1925, an election district map (1937), and a zoning map dated 1925 to 1944.
- 10.19. MCCHC: The library is not applying for a MCCHC grant for this coming year. However, the library is assisting the New Brunswick Historical Society in applying for a grant concerning

the Rubel photographs and the Friends of the Library who are applying to continue the digitization of the newspapers.

- 10.20. Middlesex County Cultural and Heritage Commission. Anna Aschkenes, the Commission's Director for 31 years, has retired. Belvin attended the retirement dinner on July 8.
- 10.21. Modernfold: The divider in the Community room has been repaired. The problem was that it was the least expensive model at that time it was installed. Since it is filled with sheetrock, the screws inside finally failed.
- 10.22. New Brunswick Tomorrow: Belvin attended their Community Forum on June 19.
- 10.23. Newspaper Digitization: Belvin noted that Hsien-min Chen had been forward looking about the vendor that was doing the microfilming. Although they had in the past been excellent on price and service, she switched vendors a couple of years ago because she had concerns about the responsiveness of company in Iowa. Recently the Iowa Attorney General's Office started an investigation of the company because of their business practices. On a more positive note, Belvin reported that an 81-year woman from Florida was effusive in her email about how much our digitized newspapers had helped her.
- 10.24. NJ350: Dr. Lauren Neitzke-Adamo of Rutgers University spoke on New Jersey geology July 15. On July 30 at 6:30 p.m., Bill Schultz of the Raritan Riverkeepers will present "Over Time on the Raritan River," which will discuss the historical eras the river has gone through.
- 10.25. NJLA: 3D Printing Without Programming: 3D Printing is a technology that is slowly finding its reason for existing. NASA has already shipped a 3D printing to the International Space Station to produce replacement parts that wear out. Soon, manufacturers will send consumers replacement parts by emailing a document file that can be printed on a 3D printer instead of shipping a part.

Child Protection Policies: Child abuse includes neglect (the most common form), physical abuse, as well as emotional abuse, abandonment, and sexual abuse. Many libraries, especially at the encouragement of the Joint Insurance Funds that cover them and their municipalities, are creating Child Protection Policies. Prevent Child Abuse NJ (which has its office in New Brunswick) has produced *Sexual Abuse Safe Child Standards* in collaboration with the NJ Partnership to Prevent Child Sexual Abuse and the Enough Abuse Campaign has produced *Sexual Abuse Safe Child Standards* as a preventative tool for implementing policies and procedures for organizations working with youth and children. Such policies may include fingerprinting of everyone involved in serving children and background checks. These policies present any number of complex situations. For example, if there are teenage volunteers are you going to insist that they be fingerprinted and would you need their parent's permission to do that. Some policies prohibit staff from being alone with a child but what happens if the child needs a book in the stacks when the staff member and child will be out of sight of other staff. Three recommendations are having a child protection code of conduct, screening, and hiring process for staff and volunteers that goes beyond criminal record and child abuse registry checks, and an organizational policy for reporting inappropriate staff behavior. An important point that was emphasized is that New Jersey is a mandatory reporting state for all people, "Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person."

Diversity You Can Do: Kavita Pandey presented at this session on the large diversity activities the library does such as the Holi Festival, the Photography Contest, Black History Month, and Cinco de Mayo. Simultaneously, Rosy Henderson was helping moderate a conversation starter on how to reinvigorate programming for teens. I mentioned at the end of Kavita's program that successful big programs need determined and organized staff that go beyond normal

expectations. They also require tremendous effort on initial establishment to ensure that the first try is successful.

Every Library Needs a Brand. Belvin commented that although he did not attend this session, public libraries have a brand image that has both negative and positive attributes. Terms that the public might think of when they say public library would be books, rules, fines, computers, educational, good for the community, not essential, for kids, stodgy, homeless, place to get something to read, etc.

Exhibits. One management consultant who exhibited, Joel & Sinclair Associates, who normally do strategic planning, developed an approach for organizations that did not wish to make the financial and staff commitment to develop a strategic plan but did want to embark on implementation of the organization's mission. They call the approach the One Goal Project and it involves developing a staff consensus for implementation of one goal developed from a consensus of staff.

Keynote Speaker: Steve Berry was the Tuesday keynote speaker. He is a mystery writer whose latest book is the Lincoln Myth. He also raises funds for historic preservation.

Lightning Lunch: Belvin was only able to attend part of the Lightning Lunch presentations but one of those was done by a former staff member, Cynthia Lambert. Her presentation was about how to present training on technology when the material is inherently boring. She suggested expanding the information presented to include sites like scutify. Another presentation was on anymeeting.com, which is a free (for basic) tool for online meetings including the ability to participate using smart phones.

Poster Sessions: Raspberry Pi, a low cost, credit-card sized computer that plugs into a computer monitor or TV is now being used in MakerSpace projects. The New Jersey State Library has become involved in supporting projects that use it. Another interesting Poster Session was done by the Plainfield Public Library about their cooperation with a local schoolteacher to incorporate local history into the third-grade curriculum. It was based on a children's book, Matchbox Diary by Paul Fleishman and used matchboxes and pictures to allow children to collect images of local history items.

Ten Policies Your Library Should Have: The ten policies enumerated were rules of conduct, circulation, confidentiality of library records, displays, gifts and donations, internet access, materials selection and reconsideration, meeting room, unattended children, and volunteers. Policies need to be realistic, e.g. if the policy states that DYFS will be contacted for unattended children but the age range does not coincide with their policies, it is not a good policy statement. Policies differ between libraries depending on circumstances. For example, the Somerset County Library prohibits unaccompanied children under the age of 12 while such a policy would prohibit access to virtually all of the users of our Children's Room. All policies need to be reviewed, revised, and reaffirmed by the Board of Trustees. The library has all of these although some are subsumed within others.

What is a Library: The rapid changes in technology have caused many people to question what a library is and what purpose it will serve. This session was an attempt to start a dialog about this. A few older issues such as what is a free public library and whether qualitative,

quantitative, or outcome measures where the most convincing consumed the discussion. An issue that did not resolve itself was what are core services.

- 10.26. NJLA: The NJLA Public Policy Committee's Construction Bond Issue Subcommittee met at the Henry Guest House on July 11. Belvin, who is a member of the subcommittee, related that the bond issue would be aimed at both new construction and rehabilitation for libraries.
 - 10.27. Patron's Redaction Request: In the August 2013 minutes, a patron was identified by name as the winner of the Nook. The patron requested her name be removed. Belvin modified the online version of the minutes to comply with this request pending this Board meeting.
 - 10.28. Prison Art: A reception for this exhibit has been scheduled for October 8 at 4:00 p.m. Some of the conference workshops may be held at the library on October 9.
 - 10.29. Raritan Valley Federation of Libraries: The federation has applied for 501(c)3 status. Belvin noted he had been reelected treasurer. The member libraries were again pleased with the poetry contest and also wish to join in the library's photography contest.
 - 10.30. Rutgers Police: The library received an inquiry from the Rutgers Police Department regarding a purchase made online with a stolen credit card at a specific time from the library's IP address. Belvin was able to supply the information requested after the police officer supplied a subpoena.
 - 10.31. Salvation Army Community Fair: Kavita Pandey will be representing the library at the Salvation Army Community Fair on Friday, July 25.
 - 10.32. Shakespeare: A wonderful opportunity that seems to be out of our league is *Shakespeare and His First Folio: A Traveling Exhibition*. The American Library Association Public Programs Office, in collaboration with the Folger Shakespeare Library and the Cincinnati Museum Center (CMC), is inviting applications for public, academic, and special libraries, small museums, historical societies, and other cultural venues for this traveling exhibition. Two obstacles are the need for professional security and the environmental controls. There is no money attached to the grant, which would mean the need to raise money for four programs, a security guard for four weeks, and climate controls.
 - 10.33. Staff: Elizabeth Jacquez's baby has been born.
 - 10.34. Trees: the Shade Tree Division of the Parks Department was at the library from June 26 for a number of days. They had to remove one of the two oaks in front of the library since it was rotted at its base. They also did substantial pruning on the other trees.
 - 10.35. Vita and Income Tax: This Spring, the Rutgers student volunteers helped 359 people with their income tax and filed 269 returns.
 - 10.36. Volunteers: Malcolm Harris is working on the library files.
 - 10.37. YAAR Meeting: the June YAAR meeting covered numerous topics including NJLA, financial workshops, NJLA programs, and the summer reading programs.
11. Other Matters.
- 11.1. Library Trustee Institute: New Jersey State Library Trustee Institute, September 13, will be presented in partnership with the New Jersey Library Trustee Association and the New Jersey Library Association. This full day conference at the Sheraton Eatontown features a John Chrastka, library trustee and Executive Director of EveryLibrary as the Keynote speaker and two Plenary sessions, four workshops on a variety of topics such as Roles & Responsibilities of Library Trustees, Hiring Your Library Director, Transforming Your Library, the Future of Libraries, and more. There will be a plenary session on Library Law, and Building a Social Library through innovative use of your library website and social media. The New Jersey State Library sends one trustee from every library for free. Additional trustees are encouraged to attend at \$75.00 each. Register at http://lss.njstatelib.org/registration_for_nj_library_trustee_institute_2014 The conference brochure is available at http://lss.njstatelib.org/lss_files/2014%20TI%20Brochure.pdf

12. Adjournment. Motion (Celey), Unanimous.

Next Meeting August 27