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New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901 732-745-5271

Minutes, Board of Trustees July 22, 2015 5:00 p.m.

Ceema Ciarien (1722-2013), Emeritus

- 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, R. Marchetta, Ortiz; Excused: Alfonso, Diaz, Gutierrez, J. Marchetta, Monus; Staff: Belvin, Crittenden; Guest: Sarah Beth Kaye.
- 4. Approval of Excused Absences: Ortiz, (Celey), unanimous.
- 5. Approval of Agenda: Ortiz, (Celey), unanimous.
- 6. Approval of Minutes for March 25: Celey (Ortiz), unanimous.
- 7. Approval of Bills: Celey (Ortiz), unanimous.
- 8. Committee Reports.
 - 8.1. Finance Committee: Belvin and Celey represented the library at the May 6 City Council Budget Hearing. There was one question from the public about security gates at the library that Belvin answered. Belvin supplied the Board with a chart of the previous and current Capital Budget projects. Belvin also mentioned the work that Sal Salsa, the Superintendent of Public Property, has been doing at the suggestion of Thomas Loughlin, the City Administrator. Mr. Salsa has done a very well planned and attractive makeover of the grounds in front of the library as well as installing a sprinkler system and arranging for the replacement of the pole lamps.
 - 8.2. Friends' Liaison: A number of changes occurred at the Friend's Annual meeting. The officers are now Monica Tarver, President; Yesenia Hernandez, Vice-President; Carlos Fernandez, Secretary; and Linda Hrycenko, Treasurer. Belvin presented a report on the state of the library at the Friends' annual meeting.

The Book Sale on April 10 and 11 raised \$1,996. There were 658 hardcover books sold at \$1.00 each and 1,553 paperbacks at 50¢ each. The Friends have donated the \$1,000 matching grant secured by Gerarda Pizzarello to support the Math & Science Story Time (MASST) an eight-week bilingual program designed for 3-5-year-olds and their parents and conducted in English and Spanish.

Four Friends' Board Members, Monica Tarver, Linda Hrycenko, Dr. Ann Gordon, and the Library Board's representative, Deborah Celey, attended the NJLA PreConference, *The Power of Friends*, in Long Branch on April 21.

Hsien-min Chen has arranged for the Friends to receive a \$500 Constellation Energy donation to support the Adult Summer Reading Program.

9. Director's Report.

9.1. Active Shooter: The March 30 YAAR meeting was on the Active Shooter Training that Jackie Oshman had attended. Belvin said that while active shooter incidents are rarer than being hit by lightning three times in one year, preparing for them was helpful not just for those incidents but also for a variety of other incidents such as a person carrying a concealed weapon including a gun or knife. The librarians discussed call codes, escape options, and

where and how to take cover. A number of issues such as a tour of alternative exits and the location of extra spare keys were discussed.

After that, the City did active shooter training. At the June 19 Staff Meeting, Belvin had staff use all the emergency exits so that they would familiarize themselves with possible exit routes. He emphasized that staff would need to make decisions on insufficient information, e.g. loud pops and the fire alarm going off might be an active shooter or, for example, a fire that burst aerosol cans. He also emphasized to staff that twice as many die each year in workplace fires and twenty times as many die in workplace falls such as from using a chair instead of getting a stepstool.

- 9.2. Addresses: Belvin noted that because of his duties as Treasurer of the Raritan Valley Federation of Libraries, Board Member of the Friends of the New Brunswick Free Public Library, and President of the New Brunswick Historical Society, he uses the library's address as the official address of all three organizations.
- 9.3. Arbor Day: the City's Arbor Day celebration took place in front of the library and the City's Parks Department planted two trees in front of the library in honor of Arbor Day.
- 9.4. Assemblyman Danielsen: Assemblyman Joseph Danielsen scheduled a constituent service day at the library on April 21. Belvin was able to take two of his aides on a tour of the library and inform them about some of the services the library provides.
- 9.5. Community Garden: Unity Square built three raised garden beds between the Henry Guest House and the library and provided the soil and plants for a community garden. The focus of this "pizza and taco garden" is on children and families. SNAP-Ed has committed to providing a community harvest party. Members of Esperanza will be maintaining the garden over the summer. They did the initial work May 9.
- 9.6. Donation: Michael Tublin has donated a painting of Washington Headquarters by Hap Heins, a local artist from East Millstone.
- 9.7. Headphones: The library obtained a large donation of headphones from Barnes & Noble (thanks to Henderson) and has them available in the Children's Room. Both the headphones and the new subscription to ABCmouse.com seem to be very popular with the children. The Barnes and Noble at Rutgers University has been a generous donor of gift cards and other materials to the New Brunswick Free Public Library. They have supported the library throughout multiple Summer Reading programs by providing gift cards, as well as school supplies, and free book coupons for rewards for participating patrons. Additionally, they have been a programming partner, inviting staff to their store to advertise and execute MakerSpace programming.
- 9.8. Henry Guest House Shutters: Belvin, Kurt Leasure of HMR Architects, and Alex Whitam of Lewis Graham met on June 15. The shutters should arrive in about twelve weeks.
- 9.9. Immigration Integration Committee: Belvin has been invited to serve on the United Way of Central Jersey's Immigration Integration Committee.
- 9.10. In loco parentis: Belvin spoke about his concerns as to what extent the library serves *in loco parentis*. There are many situations where the desire to help children may conflict with the level of cooperation of the children. For example, if a child displays the early signs of measles or whooping cough, what action should be taken? As an urban library, many children and teens come in who are not accompanied by parents. There are signs stating that parents are responsible for their children but if unaccompanied young people were not permitted in the building, many children would be unserved. For obvious injury (bleeding, etc.) or if the child is comatose, library staff would call for EMTs. However, it is unclear in other cases such as, for example, if the library cannot reach a parent or guardian, the child refuses any assistance, and the child leaves.

- 9.11. Judy Freeman: Belvin picked up 25 boxes of donations from Mrs. Freeman on April 16. There were also four boxes of donations from Staples that Belvin's son arranged for. Ms. Freeman mentioned that she expected to be donating more items as soon as she went through the teen books she has.
- 9.12. Junot Diaz: Mr. Diaz will be unable to speak at the library because he has canceled all his appearances that do not relate to the human rights controversy he is involved in the Dominican Republic. For more information on the issue, see http://www.thenation.com/blog/209233/theres-vicious-anti-black-pogrom-happening-few-hundred-miles-us
- 9.13. Literacy: Rutgers students and community Conversation Facilitators provided 384.75 volunteer hours in the Spring 2015 semester. The Wednesday morning ESL Café and Wednesday night Spanish Conversation Café will not take place in the summer but the Friday English Conversation Café will run June 12 to August 7. The Wednesday morning ESL Café will resume in the Fall, as hopefully will the Spanish Conversation Café. Literacy New Jersey will have a Fall session starting September 19. The citizenship classes began May 18 and run to August 24. There will be no classes in September but they will start again in October.
- 9.14. LMx Library Leadership Breakfast: Belvin and Celey attended the Leadership Breakfast at the East Brunswick Library on April 17. Assemblyman John Wisniewski was the keynote speaker.
- 9.15. Mayor's Office: The Mayor received a number of concerns about the library from a Senior Center member. Among the concerns were dusty shelves, uneven heat distribution, and a lack of seating in the stacks.
- 9.16. National Day of Prayer: Belvin attended the National Day of Prayer Service at Mt. Zion AME Church on May 7.
- 9.17. NJLA: Chelsea Woods is the 2016 Chair of the NJLA Honors & Awards Committee. Belvin has been reappointed to the NJLA Public Policy Committee.

Belvin attended the Annual Conference. Among the exhibits was Entwined Solutions a vendor of notebook and tablet vending systems. He found a poster session on Carnegie libraries fascinating since it highlighted some of the conflicts involved in the building of New Brunswick's building. He attended the Lightning Technology Talks where one interesting approach to attracting attention was the Glen Ridge Public Library using a Jersey dinner theme on their website. A more modern approach was using proximity beacons to send information to patrons who have downloaded a library's app. He also attended the Public Policy update, and a program on what constitutes a good library. A consensus was that good libraries are defined by their responsiveness to their communities and their communication with the community perhaps summarized by courtesy and helpfulness. One of the speakers mentioned one of her measures of goodness was the percentage of professionals among the staff. She supported her measure by stating that the good libraries like Monroe, Piscataway, and New Brunswick all scored highly on that measure.

Kim Adams coordinated the session for the History and Preservation session on ideas to lure users, especially young ones, into using archives and learning their history. She had recruited Jacqui Haun of the Lawrenceville School and Andrea Reidell of National Archives to present on the work they have done.

Linda Crittenden and Henderson also attended the conference.

- 9.18. NJTransit: NJTransit held a very well attended public hearing at the library on May 16.
- 9.19. Parents and Children: A recent set of challenges for the librarians has been parents who want access to computers and who have their children with them. Although it is clear under our behavior policy that parents are responsible for the actions of their children, it is sometimes a fine line between a child waiting patiently for their parent to do something and a child being disruptive.
- 9.20. Photography: Kavita Pandey will be training Woods as the point person for our Photography contest. The contest started June 1. The Dunellen Library will also be participating.
- 9.21. Rutgers Day: The library has a table at Rutgers Day and at the Middlesex County Cultural and Heritage Commission's History Day. They were coordinated by Hsien-min Chen. At both, the buttons the library staff made from the MakerSpace button maker were very popular.
- 9.22. Salvation Army: Belvin was given an award by the Salvation Army for his work in the community. Belvin said in his remarks that Mayor Cahill has appointed good people to the Board and he has been lucky enough to hire great staff. He quoted Jack Livingston, former director of the Monmouth County Library, "It's all in the people."
- 9.23. Schools: Belvin met with Dr. John Anzul, the Assistant Superintendent of Schools, on April 13. He reported that it was quite a productive meeting.
- 9.24. Summer Reading: The Summer Reading Kickoff was held on June 20. Because of potentially inclement weather, it had to be held in the Community Room. It was extremely well attended. Attendance was about 400.
- 9.25. Talking Book & Braille Center: Belvin, Oshman, and Chen met with Mary Kearns-Kaplan, the Adult Outreach Services Coordinator of the New Jersey State Library Talking Book & Braille Center, on May 7. Belvin commented that the new technology they have implemented to assist the visually and physically challenged is very impressive.
- 9.26. Taxes: the Rutgers Beta Alpha Psi VITA volunteers helped 303 people and filed 280 returns this Spring.
- 9.27. Tutors: Student volunteers from the Health Sciences High School tutored in the Children's Room in May.
- 9.28. Tween: This summer, students rising to grades four through eight were encouraged to participate in three tween-centered programs that are structured to provide a marked improvement in literacy by the end of the summer. The Harry Potter Alliance, a chapter of the larger national organization, focused on literacy and philanthropy, by students reading aloud books from the series. The first two books of the Harry Potter series are on the New Brunswick school summer reading lists; hence, participation in this program ensures that the students are, in part, completing their summer assignments. Every other Thursday students meet for the Tween Stories Club, to read short stories or book chapters and discuss content, to write their own stories, or to watch stories, in order to gain a deeper understanding of the difference between creative and technical writing. Every other Friday, Woods holds a meeting for students to read and engage with material available on the annual Garden State Teen Book Award ballot both to encourage New Brunswick students to vote for the books and have a hand in selecting the yearly winner of the award. These programs are intended to be permanently implemented and will continue into the Fall even after the end of the Summer Reading Program.
- 9.29. Volunteers: A volunteer did fifty hours of community service for an out-of-state DUI charge entering vital statistics. Another volunteer was doing eight hours per week for WorkForce benefits entering vital statistics; however, she has since found employment. A partially sighted man from the Joseph Kohn Center for the Blind volunteered with us for May working on the shelf shifting project on the Mezzanine level. Belvin said that the students and volunteers involved with the Conversation Tree groups had served a total of 633½ hours

during the Fall 2014 semester. They interacted with 127 community members with an average weekly attendance of 45 participants. Ten members of Omega Delta Phi volunteered on June 20. They disassembled the large oak tables in the Henry Guest House and moved them upstairs. They then moved tables donated by Prevent Child Abuse NJ into the room. Rosy Henderson attended the New Brunswick Health Sciences and Technology High School Senior Awards dinner and two of our best volunteers were given scholarships for their overwhelming amount of volunteer hours. Both girls did the majority of their hours at the library. Malcolm Harris, a Rutgers student, has returned to volunteer this summer. His first project was the Juneteenth exhibit. Another volunteer who is completing 102 required community service hours started Saturday, June 27. In addition to vital statistic typing, he will remove covers from discarded books and prepare discards for the book sale.

- 9.30. Young Adult: Given the drop in Facebook use among teens, Henderson has decided to drop our teen Facebook page.
- 10. Unfinished Business.
- 11. Old Business.
- 12. New Business.
 - 12.1. Resolution Honoring Cecilia Claflen

Whereas, the New Brunswick Free Public Library and its Board of Trustees lost one of the library's staunchest supporters on June 7, 2015 when Cecilia B. Claflen died at the age of 93; and

Whereas, Cecilia Claflen served as a library board member for over thirty years and was the first emeritus trustee; and

Whereas she served as President during an era of great change for the library; and

Whereas she help found and was an active member of the Friends of the New Brunswick Free Public Library for nearly forty years; and

Whereas her contributions were recognized by both the Libraries of Middlesex and the New Jersey Library Association; and

Whereas her sense of humor, kindness, energy and graciousness will be deeply missed by all;

Resolved, that the Board of Trustees of the New Brunswick Free Public Library mourns the passing of its distinguished member and extends its sincerest condolences to George L. Claflen Jr. on the lose of his mother.

- 13. Other Matters.
- 14. Public Comment.
- 15. Adjournment. Ortiz (Celey), unanimous.

Next Meeting August 26