

Board of Trustees
Mireya Alfonso, Pres
Beth Binde
Deborah Celey
Carmen Diaz
Nilda Gutierrez
Josephine Marchetta
Russell Marchetta
Karen Monus
Benito Ortiz
Cecilia Clafien, Emeritus

New Brunswick Free Public Library

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Minutes, Board of Trustees

March 27, 2013 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, Diaz, Gutierrez, R. Marchetta, Monus, Ortiz; Excused: Clafien, J. Marchetta; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. J. Marchetta (Gutierrez), unanimous. The Board took note that Mrs. Clafien's 91st birthday had been March 12 and wished her well.
5. Approval of Agenda. Ortiz (J. Marchetta), unanimous.
6. Approval of Minutes of the February 27 Meeting. Ortiz (Diaz), unanimous.
7. Approval of Bills. J. Marchetta (Ortiz), unanimous.
8. Committee Reports.
 - 8.1. Finance Committee.
 - 8.1.1. Budget: There was a budget hearing on March 25 attended by Belvin and R. Marchetta.
 - 8.1.2. Per Capita State Aid: The library may be eligible for a slightly higher category of aid.
 - 8.2. Policy Committee.
 - 8.2.1. Photography and Location Policy. Approved with the correction of typos and instructions to forward to the City Attorney for comment, Celey (R. Marchetta), unanimous.
 - 8.2.2. Artifact and Object Loan Policy. Belvin explained that both Alfa Art Gallery and the local chapter of the National Council of Negro Women had borrowed items for displays and that a formal policy on artifacts had not been previously developed. Approved with the correction of typos and instructions to forward to the City Attorney for comment, Ortiz (Diaz), unanimous.
 - 8.2.3. New Jersey Library Association Statement on Guidelines for Conducting Library Business via Electronic Communication: Belvin brought to the Board's attention a recent guidance from NJLA. NJLA believes that it is a violation of the Open Public Meetings Act for library boards to meet electronically and that all electronic communication related to library business could be subject to the Open Public Records Act. While by statute, a public library should not disclose patron's email addresses for library customers without a subpoena or a court order, libraries must disclose business by government officials, including members of a library's board of trustees, The Open Public Meetings Act (OPMA) provides that government records must be disclosed unless they are protected by another statute. OPMA requires meetings of public bodies to be open to the public at all times, except in certain designated instances. Library boards may be

tempted to “meet” via e-mail, but to do so would violate OPMA. In addition, if a library board of trustees conducts library business by e-mail, the messages will have to be disclosed to the public if the library receives an OPRA request. This would include the e-mail addresses the board members use. NJLA suggests that it may be helpful to update bylaws to indicate that library trustees must be physically present, in person, in order to take action on library business. Committee meetings need not be open to the public under OPMA so long as there are not enough members of the governing body present to constitute a quorum and as long as the committee functions only in a research and advisory capacity. There was some question by Board members as to the definition of electronic meetings.

8.3. Program Committee.

- 8.3.1. Adult Summer Reading. Hsien-min is working on this.
- 8.3.2. College Fair: The library’s Third Annual College Fair will be at the Health Sciences Technology High School. It will be held from 3:00 p.m. to 5:00 pm on Thursday, April 18.
- 8.3.3. Holi Festival: The Holi Festival was on March 23. Dr. Sunanda Gaur again gave a donation of \$100 to support the event.
- 8.3.4. Sister Cities. Belvin attended the Thirty Anniversary Celebration Dinner of the Fukui Sister Cities relationship on March 1. The next day, the delegation stopped at the Henry Guest House for a tour by Adams and Belvin.
- 8.3.5. Poetry: There were 99 submissions for the poetry anthology. The reading will be April 29.

8.4. Friend's Liaison. The program for Wednesday, March 6 was a musical group from Mason Gross. The City Administrator, Thomas Loughlin, III will speak April 3. The Friend’s Book Sale will be Friday, April 12 from 1:00 p.m. to 7:00 p.m. and Saturday, April 13 from 10:00 a.m. to 4:00 p.m.

9. Directors Report.

- 9.1. Behavior: Although the library has had a relatively calm period with few behavior problems of children and teenagers, on Thursday, March 7, two young men were very disruptive. Both have histories of negative behavior in the library. While two of the librarians were attempting to get the young men to leave, a Rutgers student became incensed over what he felt was discriminatory behavior to African-American youth. He had a long conversation with vehement comments with one of the librarians and came back on Saturday to express his objections to Belvin. Thompson has sent certified letters to both sets of parents asking the parents to come in and speak to her or Belvin before the teenagers’ library privileges are restored.
- 9.2. Computer Tutoring: Hsien-min Chen has suggested requiring \$5.00 deposits from people who want to take computer lessons after this summer and returning the money when they come in for their appointments. For twenty computer sessions this Spring, there were six no-show patrons. All six no-shows were spoken to by Chen the day before or few hours before their appointment time. None informed us that they could not make it. She feels it is not fair to these Rutgers students who made the effort to come here each week. Board members felt that the logistics of holding the money could present issues as well as the issue of a free library.

Crittenden added that Chen had been working on a list of students who could come in if their was a vacancy.

- 9.3. Fencing: There will be a preconstruction conference within two weeks.
- 9.4. Girl Scout Gold: A high school student from North Brunswick wants to do her Girl Scout Gold project on setting up a reading buddy system at the library. Her initial concept is having teen volunteers from the Health Sciences High School pair up with children from Roosevelt to discuss books
- 9.5. Hall Mills Murder: Mysteries at the Museum on the Travel Channel have filmed part of an episode on the Hall Mills Murder Case. They got artifacts from the Somerset County Prosecutors Office; interviewed Julie Nomides who spoke at the New Brunswick Historical Society in 2009, and will film it at the Henry Guest House on Monday, March 18.
- 9.6. Henry Guest House: Belvin is working on another sign to explain the partial tombstone now being housed in the Henry Guest House. Cemetery vandalism is a nation-wide problem. While fencing, lighting, and police presence can help, even patrolled, fenced, well-maintained cemeteries with video cameras such as Brooklyn's famous Greenwood Cemetery have seen \$100,000s of damage done in one night. In 2005, half of Henry B. Moore's tombstone (1828-1854) was stolen from Willowgrove Cemetery and left near Railroad Ave. It was recovered and is being kept in the Henry Guest House.
- 9.7. Henry Guest House Shutters: Belvin is working on draft specifications for the replacement of the shutters on the Henry Guest House. He has been in contact with Loughlin and Judy Gennaro of the Daughters of the American Revolution about including Buccleuch Mansion in the project.
- 9.8. Restrooms: Belvin has gotten a price to split the window above the restroom so a fan could be hooked up. He and his son will be painting the floor on Friday morning, March 29. The restroom will be out of service from Thursday at 6:00 p.m. until Monday morning.
- 9.9. Rutgers Day: Kavita and Rosy will be at Rutgers Day on Saturday, April 27 to promote the library.
- 9.10. Staff Changes: Camille Thompson's husband has accepted a position in Charlottesville Virginia and they will be moving there. She will be greatly missed. A number of librarians have suggested hiring a security guard instead of replacing Camille with a librarian or library associate. Belvin said he recognized the strong concerns that the staff had, especially in the evenings. Although the police have been supportive, their walk-throughs cannot deal with the sudden change in a patron's behavior. He said that he had told the two librarians who discussed this with him that he was unalterably opposed to reducing hours or services as long as City budget support continues. Hence, being one person short would mean that the professional staff would work more weekends and evenings while still maintaining the same level of activity. One suggestion that developed from their conversation was that Barnes and Noble is using paid interns from the Rutgers Criminal Justice program as security guards. This could be an excellent source of very motivated people.
- 9.11. State Library New Brunswick Annual Report 2012: The report has been completed and submitted.
- 9.12. Van: We have not used the van in a number of years. When it was used, it was used so seldom that it was a perennial problem. Dave Blevins of Play Safe is willing to take the van for their use and Belvin approved the transfer.
- 9.13. Volunteer: On Saturday, March 9, Belvin worked with fifteen volunteers from the Rutgers Student Volunteer Council Service Day program. They cleared out old material from the Guest House basement and moved over material from the library basement to the Guest House basement.

- 9.14. YAAR Meeting: The March YAAR Meeting was a visit to the One-Stop Employment Center on March 11. The April 23 meeting will be a tour of the Zimmerli Art Museum.
10. New Business.
 - 10.1. New Jersey Library Association: The 2013 Annual Conference will be held at June 3 to 5 at Revel Resort. The keynote speakers will be Stephen Abram, a noted library trend watcher and Laura Lippman, a New York Times best-selling crime fiction author. The Garden State Book Awards lunch with David Levithan.
 - 10.2. American Library Association: The American Library Association's annual conference, ALA13, will be in Chicago from June 28 to July 2.
 - 10.3. Nicky Fifth: R. Marchetta made the Board aware of a ceremony on April 14 at 2:00 p.m. where Lisa Funari will present Alexi Garcia, a fifth grader at Redshaw School his prizes for First Place in the writing contest. New Brunswick is featured in Funari's book, Vote for T-Bone, part of the Nicky Fifth's New Jersey Series.
 - 10.4. New Brunswick Educational Foundation: The Seventh Annual NBEF Awards Gala will be on Friday, June 14 at the Pines Manor. R. Marchetta mentioned that one of the recipients, Dr. Silber had very fond memories of the New Brunswick Free Public Library.
11. Adjournment. Ortiz (Monus), unanimous.