

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

# New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271 Fax 732-846-0226

## Minutes, Board of Trustees

March 26, 2014 5:00 p.m.

Approved July 23, 2014

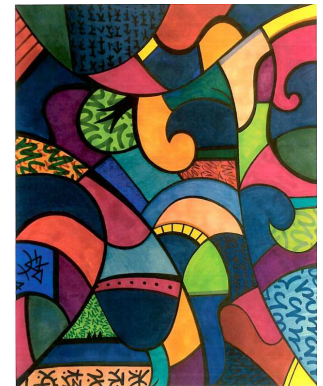
1. Announcement of Compliance with Open Public Meeting. Notice of the meeting was sent electronically to the Home News Tribune and was posted in the library, on the library website, and at City Hall.
2. Call to Order.
3. Roll Call. Present: Alfonso, Binde, Diaz, Gutierrez, R. Marchetta, Ortiz; Excused: Celey, Clafien, J. Marchetta, Monus; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Ortiz (Alfonso), unanimous.
5. Approval of Agenda. Ortiz (Diaz), unanimous.
6. Approval of Minutes of the February 26 Meeting. Alfonso (Ortiz), unanimous.
7. Approval of Bills. Ortiz (Alfonso), unanimous.
8. Committee Reports. Binde appointed the following committees: Finance: Celey and Ortiz, Policy: Monus and Alfonso, Program: Celey and Gutierrez, Planning: Diaz, J. Marchetta, and R. Marchetta, Bylaws: Alfonso and Binde. Binde reported that in her discussions with Belvin, Belvin had suggested that the Program Committee might have become redundant and that the Bylaws might need revision. Binde and Alfonso will start that process. Belvin will email the Policy Committee a policy each week for them to review.
  - 8.1. Policy Committee:
    - 8.1.1. Computer Use. A patron had a problem with the library's refusal to renew an Interlibrary Loan. Belvin said the reason why they cannot be renewed is that the lending library checks an item out for a month. Between the two-week checkout and one to two weeks in transit between libraries, renewing the item would make the item very overdue. This particular item came from Burlington County College and staff believe that this was the only library willing to lend it. The patron came back later that day and said, "I have used up my computer time. I am aware of the rules, however, there are three free terminals and I would like to go back on." The librarian informed him that she was aware that he has had many exceptions before and declined to make an exception. The patron stated that this is the first time he has been here this year and that she should allow him back on. She asked him for his card and he said he did not have it, but knew his number. She told him she could not refresh his terminal without the physical card. He then asked her to call Dr. Belvin. Dr. Belvin reiterated the computer rules and informed the patron of the board's firmness with the two-hour limit.
    - 8.1.2. Behavior: A patron has suggested that the library implement a policy on personal items such as the Seattle Public Library has, "Bringing in items excluding personal items (purse, laptop, briefcase) that occupy floor space in excess of 14"W x17" H x 20". Items are measured in totality and must be placed and fit easily into a measuring box of the above dimensions." the Washington DC Public Library's rule is, "Bringing in items excluding

personal items (purse, laptop, and briefcase) that occupy floor space in excess of 9" L x 14" W x 22" H. Items are measured in totality and must fit easily into a measuring box of the above dimensions. Bedrolls, blankets (except for use by babies and infants), and frame backpacks are prohibited. Bringing large duffel bags and plastic bags measuring over 12' x 36' and bringing infested personal items into the library." The City Attorney, William Hamilton, discussed this with Belvin. He felt that while the policy could be defensible on a public health basis, some people would feel that it was intended to discriminate against the homeless. The Board concurred with that judgment. There was a discussion about the difficulty of fairly enforcing such a policy when people bring in large laptop bags or some of the larger diaper bags.

- 8.2. Finance Committee. The budget hearing will be on Friday, April 4. Ortiz discussed his meeting with Belvin about the budget and expenditures. They had discussed that 87% of the library's expenditures are for wages and benefits. The next largest category, Library Materials, accounts for 5% of expenditures. The third largest is Plant Operations and virtually all of that is for gas, electric, and building maintenance. Belvin and Ortiz had agreed that in addition to the Account History Reports, Belvin would again distribute financial summaries at the meetings.
- 8.3. Program Committee.
  - 8.3.1. NJ350: Dr. Tabiri Chukunta will mount a display for the month of November on the history of St Peter's Hospital. Dr. Chukunta is the Executive Director of Community Outreach and Diversity Initiatives.
  - 8.3.2. Photography: Pandey has reported to Belvin that she is sorting the numerous entries.
  - 8.3.3. Poetry: Oshman has completed the booklet and it is ready to go to the County Print Shop. Belvin complimented Oshman on the challenge she has to attractively fit all the poems in size and space limitations of the Print Shop.
  - 8.3.4. Our Town: Binde, R. Marchetta, Belvin, and Pandey attended the Press Kickoff for the Our Town programs on Tuesday, March 18.
  - 8.3.5. Holi Festival: Assemblyman Chivukula spoke at the Holi Festival which was attended by over one hundred people. Asia TV broadcast a half-hour segment about the Festival. Belvin complimented Pandey and Adams for their hard work in making it so successful. Dr. Gaur again donated \$100 to support the program.
  - 8.3.6. Literacy: Pandey and Belvin met on March 26 with Jessica Tompkins, the Executive Director of Literacy New Jersey, a new organization that resulted from the merger of Literacy Volunteers of New Jersey, some of their local affiliates, and Literacy Programs of New Jersey.
- 8.4. Friend's Liaison: The Brown Bag Lunch program for Wednesday, March 5 was John Hulme, a Highland Park author who with Michael Wexler has created a children's fantasy novel series, The Seems. Micah Williams, the New Jersey folk artist, will be Bernadette Rogoff's subject for the April brown-bag luncheon program on Wednesday, April 2.

The Constellation Power grant that Hsien-min Chen applied for was approved. The theme will be Literary Elements (science), and she was going to arrange for Liberty Science Center or Rutgers to do workshops.

- 8.5. Director Evaluation Committee. Postponed.
9. Directors Report.
- 9.1. Annual Report: All public libraries are required to submit an annual report to the state library with data such as hours open, municipal support, books in collection, and a myriad of other data. Belvin said he had distributed a copy electronically to the Board.
- 9.2. Borbely Donations: There has been \$985 donated to the library in memory of Jim Borbely as well as other donations that were made to the Friends of the Library.\*
- 9.3. Children's Services: Belvin has posted the position at NJLA, Rutgers, and Drexel. Crittenden has received over thirty resumes. She whittled that down to eight and her co-interviewer, Chen, reduced that to four. They will interview those four, all of whom have experience as Children's Librarians, and if there are likely candidates, recommend one or two to Belvin who will then interview them.
- 9.4. Community Arts Council Mural: Due to a lack of funding, the muralist that the Community Artist Council originally intended to do the mural on the library garage will not be available. Another artist, Jonathan Horowitz, has volunteered to do the mural. Belvin distributed a conceptual image of the mural.
- 9.5. Esperanza: Belvin attended the March 24 meeting of Esperanza Village.
- 9.6. Facebook: The library's Facebook page has 720 Likes and a total weekly reach of 2,493.
- 9.7. Henry Guest House Shutters: The architects will get specifications to Belvin the week of April 1.
- 9.8. Literacy: All the weekday conversation groups are full.
- 9.9. Mae Silver: Belvin reported that Ms. Silver was thrilled with the flowers that the Board had sent her for her 80th birthday.
- 9.10. Technology Speed Dating: Belvin, Crowe-Logan, Chen, Ortega, and Henderson attended the Technology Speed Dating presented by LibraryLinkNJ, the State Library, and NJLA on March 19. Belvin was able to update his knowledge of Instagram, how to manage social media presence, circulating Chromebooks, technology petting zoos (presented by a former NBFPL librarian, Cynthia Lambert), Google Apps, and Overdrive e-books. After the session, Henderson set up an Instagram account for the library, <http://instagram.com/nbfpl>.
- 9.11. Vita and Income Tax: Virtually all of the appointment slots have been filled.
- 9.12. Volunteer Work Clothing: Belvin mentioned that some volunteers would need clothing from the library for their work.
- 9.13. Volunteers: Neal Thakkar, a former Rutgers student, will be volunteering until mid-May.
- 9.14. YAAR Meeting: The March YAAR meeting was on Exploring Your Options for a Quality Retirement presented by the Society of Financial Awareness. The April meeting will cover topics that the librarians learned about at the Technology Speed Dating including Screencasting, Instagram, Discovery Tools, Managing your Social Media Presence, Tech Petting Zoo, and Virtual Reference.
10. New Business.
- 10.1. NJLA Advocacy Visits: NJLA Library Advocacy Week will be during National Library Week, April 13 to 19. The coordinator has asked our library to arrange a visit with




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\* After the meeting, \$460 in additional donations were received bringing the total to \$1,545.

Assemblyman Egan. The two issues that NJLA is emphasizing are the Per Capita State Aid Bills, S234 and A967 to increase state aid by \$3 million and the Library Construction Bond Act. Funding was reduced to \$3,676,000 beginning with the FY11 state budget. Since FY11, the state budget has increased from \$28.4 billion to \$32.9 billion last year. While many programs, which had suffered funding cuts in the FY11 budget, have been restored, funding for library programs, however, has not. There are currently bills S234 and A967 with bipartisan support to increase the state per capita aid program by \$3 million. NJLA is grateful to the legislators who sponsored this legislation and supports all legislative initiatives to help us reach our goal of an increase of \$5.5 million for state per capita aid.

Over the past several years, the need for a construction program for public libraries has become apparent because of the need to configure library buildings to meet the growing demands of new technology, increased library usage including e-government demands and ADA requirements. The last program for capital construction in public libraries was passed approximately 15 years ago with a \$45 million bond act. With this funding sixty-eight library projects were completed. Public libraries provide educational opportunities for all ages of the community from pre-schoolers to senior citizens offering a wide variety of programs and services – books, technology, and classes. Binde, R. Marchetta, and Ortiz expressed interest in attending the visit.

11. Other Matters.
  - 11.1. Trustee Training: Leadership...Innovation...Inspiration: a Seminar For Library Trustees will be training presented by LMxAC. There are two locations; Wednesday, April 9 from 1:00 p.m. to 4:30 p.m. at the South Brunswick Public Library and on Saturday, April 12 from 9:30 a.m. to 1:00 p.m. at the Plainfield Public Library. Both sessions have lunch at Noon. Topics will include how LMxAC membership delivers shared resources, cost savings, and progress to your community; LMXAC then, now, and tomorrow; member benefits; value-added services; member participation; return on investment; and innovative services at member libraries.
  - 11.2. NJLA: The 2014 New Jersey Library Association Conference will be held from June 2 to June 4 at the Revel Resort & Casino in Atlantic City. Keynote Speakers will be Steve Berry, a best-selling author and Nate Hill, the Assistant Director at the Chattanooga Public Library, where he started The 4th Floor project. Belvin will be presenting on our library's vision for the Public Policy Committee's Different Vision program. Kavita Pandey will be presenting at the NJLA Annual Conference on diversity programs. Our former colleague, Darby Malvey, will be presenting about the math and science story times the library had in cooperation with Rutgers' National Institute for Early Education Research. Belvin encouraged Board members to consider attending.
12. Adjournment. Ortiz (R. Marchetta), unanimous.

**Next Meeting April 23**