

Board of Trustees  
Josephine Marchetta, Pres.  
Mireya Alfonso  
Beth Binde  
Deborah Celey  
Carmen Diaz  
Russell Marchetta  
Karen Monus  
Benito Ortiz  
Cecilia Claflen (1922-2015), Emeritus

# New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

## Minutes, Board of Trustees

March 23, 2016 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, Ortiz; Excused: Alfonso, Monus; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Binde (Celey), unanimous.
5. Approval of Agenda. Celey (Ortiz), unanimous.
6. Approval of Minutes for February 24. Ortiz (Celey), unanimous.
7. Approval of Bills. Deferred.
8. Committee Reports.
  - 8.1. Mission Statement: The mission of the New Brunswick Free Public Library is to provide educational, informational, cultural, and recreational resources and services to all the diverse people in New Brunswick.

The library provides access to the universe of information, and especially that which is of immediate relevance and interest to the community. This access is provided through print, video, audio, and electronic materials selected, organized, and maintained to be accessible and relevant to the present and future needs of the community it serves. In this effort, the New Brunswick Free Public Library cooperates with other libraries, and with other educational, and governmental institutions. Special emphasis is placed on service to youth. Approved R. Marchetta (Diaz), unanimous.

- 8.2. Finance Committee.
  - 8.2.1. Comparative Support: Belvin pointed at the wide range of support for libraries (2014 data, italicized libraries are either LMxAC or Middlesex County libraries).

	Pop.	Millage	Per Capita (\$)
Princeton	28,572	.055	140.54
Maplewood	23,867	.057	79.02
Teaneck	39,776	.054	70.93
Hawthorne	18,791	.056	68.10
<i>Highland Park</i>	<i>13,982</i>	<i>.074</i>	<i>68.10</i>
East Orange	64,270	.142	65.91
<i>Woodbridge</i>	<i>99,585</i>	<i>.056</i>	<i>63.30</i>
<i>Piscataway</i>	<i>56,044</i>	<i>.056</i>	<i>60.45</i>
New Milford	16,341	.056	59.65
Rahway	27,346	.059	59.28
Bergenfield	26,764	.056	54.37
Newark	277,140	.087	43.89
Willingboro	31,629	.070	40.31
<i>Plainfield</i>	<i>49,808</i>	<i>.064</i>	<i>33.41</i>
<b>New Brunswick</b>	<b>55,181</b>	<b>.056</b>	<b>32.26</b>
<i>Elizabeth</i>	<i>124,969</i>	<i>.058</i>	<i>31.43</i>
Orange	30,134	.060	27.60
Irvington	53,926	.059	26.93
Paterson	146,199	.057	26.61
Trenton	84,913	.086	23.55

- 8.3. Friends' Liaison: The plates for the urns have been ordered. The Friends have also agreed to accept the Constellation grant that Hsien-min Chen has arranged for to support the adult Summer Reading Program.
9. Staff Presentation. Karen Stuppi will be doing a presentation on services for children on April 27. Kim Adams' presentation on the Archives will be July 27.
10. Director's Report.
- 10.1. Annual Report: Belvin filed the library's annual report with the New Jersey State Library. Belvin mentioned that the library's income and expenditures had increased by less than 2% from the previous year.
- 10.2. Bathroom: There is a continual demand for better public bathroom facilities. This would involve a major facilities improvement. For security reasons, the library has restricted public access to the downstairs Men's Room to staff and people using the Community Room. The main floor public bathroom is too small and difficult to keep clean. Despite needing to get a key from the Main Desk, there have been at least two incidents where the police or emergency personnel have had to be called in the past six months.
- 10.3. Children's: Karen Stuppi is trying a Reading Buddies program with Rutgers students from Delta Epsilon fraternity. It will be a seven-week trial program on Wednesday evenings and Saturdays. She has received interest forms from a number of parents who would like their children to participate in such a program.
- 10.4. Cinco de Mayo: In cooperation with Lazos América Unida, Rutgers Center for Latino Arts & Culture and the New Brunswick Cultural Center, the library will have a Cinco de Mayo program on Saturday, May 7 from 11:00 a.m. to 12:30 p.m. After that, the participants will go to Boyd Park. The activities will include arts, crafts, exhibits, face painting, and piñatas.
- 10.5. Google: As a follow up to meetings with the Google Community Leaders Program: New Brunswick, they are doing a staff training to teach staff a range of tools including how to convert a Word document to a Google document, collaborate online in real time, and share the document.

- 10.6. Henry Guest House Roof: Belvin reported that, although some people have recommended having the cedar shake roof treated with oil, there does not appear to be a consensus as to appropriateness of this. The company that installed the shakes recommends only power washing every few years.
- 10.7. Holi Festival: The Seventh Annual Indian Holi Festival will be on Saturday, April 9 from 1:00 p.m. to 4:00 p.m. The performances will begin after remarks by Mr. Upendra J. Chivukula, Commissioner of the Board of Public Utility. Dr. Gaur has again donated to support this program.
- 10.8. MAAST: Dr. Alissa Lange of the National Institute for Early Education Research at Rutgers has been leading the MAAST (Rutgers' Children's Science and Math Program) at the library. She and Chelsea Woods-Turner have added some springtime MAAST sessions with preschools around New Brunswick. They are hoping to gather data about the value of these story times to teachers and use that to expand the program in the future.
- 10.9. MakerSpaces: The library participated in the statewide Makers Day on March 18.
- 10.10. NJLA Newsletter: Belvin's article, *From the Wild to the Mundane: Considering Probable Risk in Your Library* was published in the Spring 2016 issue of the NJLA Newsletter.
- 10.11. One Stop Grant: The library has been awarded a \$50,000 grant but that amount may increase.
- 10.12. Photography: The opening reception will be June 10.
- 10.13. Poetry: The eighteenth annual Poetry Month Celebration Reading will be April 25. The deadline for submissions was extended to March 24.
- 10.14. Pump Station Preconstruction: Belvin attended the Pump Station Preconstruction meeting on March 3. The work will take place behind the library probably in June.
- 10.15. Rutgers Community-University Research Partnership Grant: Dr. Dorothea Berkhout, Associate Dean and Dr. David Listokin of the Edward J. Bloustein School of Planning and Public Policy have submitted a proposal to conduct research to identify categories and best practices for making accessible the significant New Brunswick materials, creating a preservation assessment plan, and organizing the materials with guidance from the New Brunswick Historical Association, the Historical Society, and the Archivist of the New Brunswick Free Public Library.
- 10.16. Rutgers Honors: Belvin gave a group of Rutgers Honors Program students a presentation of the history of New Brunswick and a tour of the Henry Guest House and Willow Grove Cemetery on March 23. He had also supplied them with walking tour materials.
- 10.17. Scarlet Day of Service: April 23 will be the Rutgers Scarlet Day of Service. Belvin mentioned that he hoped to have a few students work on the garden beds and some work with him on the basement.
- 10.18. Social Worker: Partnering with social workers is a recent trend in librarianship. Libraries such as Camden City and Long Branch have instituted the practice. Social workers located in the library can pick up at the point of service where librarians cannot help for privacy or professional reasons, connecting the most vulnerable patrons with social services they desperately need. Camden and Long Branch have found that having a person on site to keep confidential case files and follow up with patrons has gotten positive feedback from those using the service. Both libraries work on a drop-in and appointment-based system, one that New Brunswick Public Library seeks to emulate. Linda Crittenden is in the process of coordinating with Rutgers Graduate School of Social Work for the library to become a site for a MSW student to work closely with the library in this. The student would be supervised by a Field Instructor from Rutgers as well as by Crittenden. The program would probably start in September and Crittenden has already received a resume from Rutgers of a very well qualified MSW student who is interested in working with the library.

10.19. Young Adult: Crittenden and Chelsea Turner-Woods have interviewed a number of candidates and Belvin will meet with their selection on March 29.

11. Unfinished Business.

12. Old Business.

13. New Business.

13.1. Resolution in thanks to Nilda Gutierrez for her service to the library:

**A Resolution of Appreciation to Nilda Gutierrez for Her Contributions To New Brunswick Free Public Library Board Of Trustees.**

Whereas Nilda Gutierrez was first appointed to the Library Board of Trustees in March 1991 and has now served a quarter of a century as a Library Trustee and

Whereas she consistently advocated for improved and increased Library services and promoted the library and

Whereas Nilda participated in the development of library policies in order to provide equitable access to and community awareness of library services and

Now Therefore Be It Resolved by the Board of Trustees of the New Brunswick Free Public Library on this 23rd Day of March 2016 that it hereby expresses its appreciation personally and on behalf of the citizens of New Brunswick to Nilda for her service to the community and further expresses its good wishes to her in the future.

Approved Celey (Ortiz), unanimous.

14. Other Matters.

14.1. NJLA Conference: The annual NJLA Conference will be May 16 to May 18 at Harrah's Waterfront Conference Center in Atlantic City.

15. Public Comment.

16. Adjournment. Celey (Ortiz), unanimous.

**Next Meeting April 27**