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New Brunswick Free Public Library

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Notes, Board of Trustees

May 28, 2014 5:00 p.m.

1. Roll Call. Present: Celey, Diaz, Monus, Ortiz; Staff: Belvin, Crittenden.
2. A quorum not being present, no actions were taken.
3. **Local Government Ethics Law, 2014 Financial Disclosure Statements. Filing Deadline June 13, 2014.**
4. Budget: the City Council's hearing on the Municipal Budget conflicts with the date of the June meeting of the Board of Trustees. The members present concurred that there would not be a quorum at the next meeting and it should be canceled unless something urgent needs to be addressed.
5. Directors Report.
 - 5.1. Audit: On May 28, as they do annually, the City's auditor picks up four sets of items from the library and verifies them: the USB statements, the Wachovia statements, the New Jersey Cash Management statements, and the fines and fees intake documents. Later, the auditor will verify the petty cash balance.
 - 5.2. Breast Feeding and Service Dogs: Belvin said that at the April 29 Staff Meeting, he reminded all staff that under New Jersey statutes, a woman can breast feed her child anywhere (NJS 26:4B-4). Staff were encouraged to make accommodations if a mother wished some privacy to feed their child. Belvin also said that under Federal law, as soon as a person claims their animal is a service animal, documentation of that status or of their physical or mental challenge cannot be requested. If the animal is not under control however, they can be instructed to either control their animal or remove it from the library.
 - 5.3. Cemetery Records: Rev. Haywood of First Baptist Church has been kind enough to permit us to copy the burial record book of the old First Baptist Cemetery which is now the Poile Zedek Cemetery and is located Joyce Kilmer Avenue between Reed and Elizabeth Streets.
 - 5.4. Children's Services: Tamara Richman started on May 27. Chelsea Woods will start June 9. Chelsea Woods has been elected Secretary of the New Jersey Library Association's Urban Libraries Section. She is also in a panel presentation on libraries and the Affordable Care Act. Belvin said that he just found out that Blanka Saracevic who was the Children's Librarian when Belvin became director, passed in January.
 - 5.5. Collection Development Policy: Currently the Collection Development Policy's Deed of Gift form specifies, "These materials are donated free of any encumbrances with the understanding that they will be made available for use and research by the public. The donor assigns all rights including copyright of the material to the New Brunswick Free Public Library and agrees to the use and disposition of the materials in accordance with the library's policies and requirements. The donor certifies their right to donate these items in accordance with these terms." Belvin has met with Jacque Rubel who is the widow of a New Brunswick photographer. Along with many items that Mrs. Rubel does not wish returned, she may want the originals to either go to Crossroads Theater, the Zimmerli Art Museum or the George Segal family among others. Belvin requested permission to enter into an arrangement with Mrs. Rubel where all scans of the material would be available to the public, similar to the wording of the Photography Policy, "all rights to reproduce, edit, distribute, and display those images publicly including on the Internet. I waive any right to royalties or compensation related to the images' use. The images will become the property of the library and is not responsible for unauthorized duplication or use by third parties," but that she could redirect

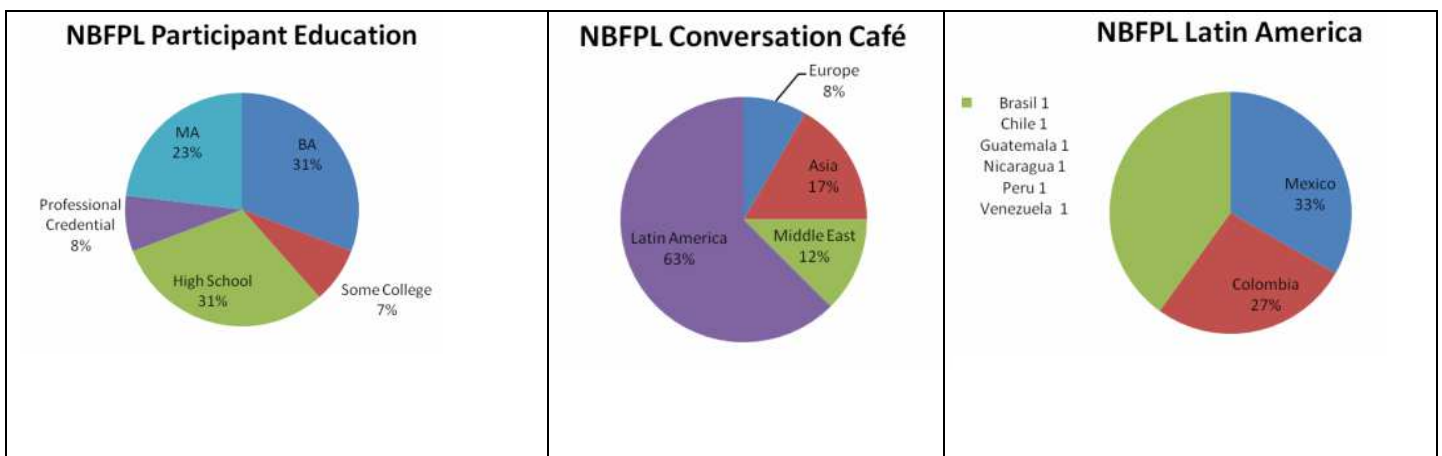
some of the physical objects to other organizations. Since there will not be another meeting until July 23, the Board members present concurred that Belvin should make such an arrangement with Mrs. Rubel.

- 5.6. Diversity: Kavita Pandey is doing a presentation on *Diversity You Can Do: Diversity Programs Large and Small* at the New Jersey Library Association conference.
- 5.7. Driveway: The slope from the back driveway to the cemetery is too steep to mow safely. Belvin reported that both Jamodd Jackson and a volunteer (his son John) had tried it and found it dangerous. John Belvin used a weedwacker to cut it. Belvin will arrange to replace the grass with a ground cover.
- 5.8. Epilepsy: A patron had a seizure on May 22 and the emergency medical technicians were called.
- 5.9. Esperanza Village: Belvin, as a community member, spoke at the Esperanza Neighborhood Village Project Launch on May 5.
- 5.10. Fence: National Fence repaired damage to a corner of the parking lot fence without charge.
- 5.11. Financial Literacy: In partnership with the Piscataway Public Library, the library is hosting two financial literacy workshops: "How Are You Doing? Give Yourself a Financial Check-up" on June 12 and "Investing for Long Term Financial Goals" on September 11, both at 7:00 p.m. These programs are made possible by a grant from the FINRA Investor Education Foundation through Smart investing@your library®, a partnership with the American Library Association. Kym Kirkley is the point person on this.
- 5.12. Friend's Liaison: Harvey Schrier who had resigned from the Executive Board of the Friends of the Library has passed away. The annual meeting of the Friends of the New Brunswick Free Public Library will be June 2. In addition to the business meeting, the program will be *Johnson & Johnson, New Brunswick and the Birth of Modern Health Care*, with Margaret M. Gurowitz, Johnson & Johnson's Chief Historian. Carla Ulbrich, the *Singing Patient*, will explain how *Laughter is the Best Medicine* at the Brown Bag Lunch program on June 4.
- 5.13. Henry Guest House Leak: On April 30 when approximately four inches of rain fell in one day, the wind driven rain soaked the rear exterior wall above the addition roof of the Henry Guest House. The wall was completely saturated and water started to pool on the wooden floor of the addition. This was noticed by Morris Kafka who was attending an evening meeting. I was notified by Kym Kirkley and I returned to the library with my son Michael and Morris Kafka. Towels and square buckets were placed against the wall. Except for popped nails and loosened joint tape, there was no catastrophic damage done. A repeat of the problem is unlikely since the intensity of the rainfall was so unusual. Any coating over the exterior of the wall would probably be more likely to trap future moisture and result in spalling of the stones and mortar during the winter months.
- 5.14. Henry Guest House Roof: Belvin met with Tom Valenti, the Assistant City engineer on May 22. Valenti will produce specifications that Belvin will submit to the New Historical Preservation office.
- 5.15. Henry Guest House Shutters: Belvin has been waiting for a reply from the architect regarding the specifications.
- 5.16. Honeybees: On May 22, a swarm of honeybees began to build a hive on a tree in front of the library. Since are a protected species, Belvin contacted a beekeeper to remove the swarm.
- 5.17. Judy Freeman: Mrs. Freeman has donated another twenty-seven cartons of books. Two of Belvin's sons took a pickup truck over to get them. After they have been checked, some will be added to the collection, some will be given to the school libraries. Remaining books will either be given to children as incentives or placed in the book sale.

- 5.18. Literacy: The ESL Café's are part of the Conversation Tree: Community-Based Language Partnerships program created by the Rutgers Graduate School of Education and The Collaborative Center for Community-Based Research and Service. Participants from the community engage in one-on-one or small-group conversations with English speakers discussing a variety of topics. English conversation partners are prepared to facilitate intercultural conversations through a course offered at the Graduate School of Education.

While this has been a program that has only run during the academic years, it has been so successful that the staff at Conversation tree wants to expand this by providing a professional development opportunity for organizations who are interested in training their own volunteers to implement the Conversation Café mode

Belvin shared the results of the Café survey.



- 5.19. Library Trustee Institute: New Jersey State Library Trustee Institute, September 13 will be presented in partnership with the New Jersey Library Trustee Institute 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 you 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
- 5.20. Modernfold: There will be maintenance of the folding panel door in the Community Room during the week of June 9.
- 5.21. Newspaper Digitization: Gary D. Saretzky, the Archivist at the Monmouth County Archives and the expert on early New Jersey photographers recently let us know that, "The digitization of the New Brunswick Daily Times by your library has been a boon to my research, as I have been able to glean additional details about these 19th century photographers...I found an interesting early 20th century photographer, A.T. Moore...described as "the colored photographer" of New Brunswick, the first African American professional photographer to my knowledge in your city. Moore tried to integrate a local movie theater, leading to a court case

when he sued the owner under New Jersey's 1884 Civil Rights Act for ejecting him and his wife from the orchestra section after they bought tickets and sat down. Since this was decades before Rosa Parks, New Brunswick should take pride in his pioneering efforts”

- 5.22. NJ 350 and Adult Summer Reading: The programs planned NJ 350 and Adult Summer Reading: July 30, Raritan Riverkeepers: History and Ecology of the Raritan River; September 13, Gary Saretzky: 19th Century NJ Photographers (NJCH); January 2015, Community Photo Collection Exhibit; Jackie Oshman, Genealogy Workshop, date to be announced; Morris Kafka: Architecture in New Brunswick, date to be announced. Displays: June, Jackie Oshman, New Brunswick Timeline and Margaret Gurowitz, Johnson & Johnson history and artifacts; July Hsien-min Chen, Historical Local Business at a Glance; August, Michael Tublin, Sister Cities; September: Joye Crowe-Logan, Hall-Mills Murder and Other Dramatic Events; October, Iren Ruschak, Hungarians of New Brunswick; November, St. Peter's University Hospital; December, New Brunswick Urban Renewal. Adult Summer Reading (some tentative) June 21, Summer Reading Kickoff, July 15, Rutgers Geology Museum; July 9, Ocean County College Planetarium \$250; Butterflies; August 7, Fossils; July 19, History of Jewelry From Antiquity to Modern Times by Venus Jewelers; Herbs.
- 5.23. Pressure Washer: Belvin was able to have the pressure washer repaired under warranty. He also arranged to have the older mower repaired.
- 5.24. Prison Art: Belvin met with Dr. Nicole Fleetwood of the Department of American Studies at Rutgers University and Dr. Sarah Tobias, the Associate Director, Institute for Research on Women, on May 7 to discuss the possibility of a display of prison art at the library in the month of October in conjunction with a symposium being held at Rutgers.
- 5.25. Red Bank Library: Belvin presented information about an issue between a City administration and a library board in Red Bank. The library board and the library director decided to layoff a number of fulltime staff. The city government was never given a copy of the budget that necessitated that since the library is being funded at the $\frac{1}{3}$ of a mill level. When they local government did see the budget, they felt that it contained a number of issues and dictated the rehiring of two fulltime staff members and appropriated more money for this. Most of the library board resigned because of the overriding of their authority and the library director moved her retirement up. The New Jersey library community is in the odd position of supporting the authority of the library board even though the community is better supporting the library. The State Library's legal division was able to offer the following advice (summarized):

Regarding Union City Library Board v City of Union City, 112 NJ Super 484, the opinion was limited to the issues of quashing subpoenas summoning library board members as witnesses before a City investigative committee, and enjoin the City from undertaking any investigation pertaining to the operations of the library. It was the court's opinion that regardless of the corporate status of the library board and its independence in operation and management, the governing body of the municipality has a substantial involvement with the welfare and management of library business in the areas of finance and personnel. The court stated that the proper area of investigation is broad and undefinable, and that the trustees may be subpoenaed to testify.

Attorney General Formal Opinion 1959- #10, states that "the municipality cannot enforce in respect to the library any provision of the ordinance which attempts to detract from the statutory power of the trustees to hire employees, fix their compensation, and make personnel rules and regulations particularly need for or appropriate to the maintenance of a free public

library".

Both opinions cite to two previous opinions:

Newark Library Trustees v Civil Service Commission (86 NJL 307) where the court held that library employees were in the paid service of the municipality and therefore subject to the provisions of the Civil Service Act.

Glick v Trustees of Free Public Library (2 NJ 579) holding that library was an agency of the municipality notwithstanding its incorporation as a body politic and therefore was forbidden from entering into a contract without competitive bidding.

The AG opinion also cites to Grosso v City of Paterson (55 NJ Super 164) where (according to the AG opinion) "the court held that even though the municipality determines the amount of moneys to be appropriated to the local board of health, the former has no power to intrude upon the prerogative of the local board in appointing its agents and fixing their compensation."

Please note that an AG opinion does not carry the weight of a court opinion, and is merely persuasive.

- 5.26. Reinvestment of Treasury Note: A \$30,000 Treasury Note matured on April 30. Belvin contacted Alan Voorhees at USB and based on previous Board discussions, directed him to purchase for the library a \$75,000 Treasury Note that will mature in 2019 continuing the laddering that the Board has directed.
- 5.27. Rutgers Community Health Foundation Grant: The library had responded to a Rutgers Community Health Foundation Request for Proposal for a summer program. The emphasis of the response was to get more young people who sign up for the Summer Reading Club to actually participate and to get those who participate to read more books. Although the proposal was declined, the Foundation did make a \$500 contribution to the library in support of the Summer Reading program.
- 5.28. Take a Child to Work Tour. On April 24, Belvin had the pleasure of taking the children who were participating in the City's Take a Child to Work Day on a tour of the library.
- 5.29. TechSoup: TechSoup is a 501(c)3 nonprofit with the focus of connecting nonprofits, charities, and public libraries with tech products and services plus learning resources to make informed decisions about technology. The library was upgrading numerous computers from Windows XP which is no longer supported by Microsoft to Windows 7 or Windows 8. TechSoup's administrative charge was \$300 for 25 operating system licenses. The retail value of these would have been \$7,400.
- 5.30. Victor Zverevich: On April 3, Belvin met with Victor Zverevich, a Fulbright Scholar who was at Rutgers SCI.
- 5.31. Volunteers: Malcolm Harris is a new volunteer who will be working with Jackie Oshman and Kim Adams. Ryan McGovern is a new Rutgers History intern who will also be working with Kim. He is compiling an annotated bibliography on books in our collection dealing with the Irish.

Next Meeting July 23