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# New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

## Minutes, Board of Trustees

October 28, 2015 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.** 5:30 p.m.
3. **Roll Call.** Present: Alfonso, Binde, Celey, Diaz, J. Marchetta; Excused: Gutierrez, R. Marchetta, Monus, Ortiz; Staff: Belvin, Crittenden.
4. **Approval of Excused Absences.** Alfonso (Celey), unanimous.
5. **Approval of Agenda.** Celey (Diaz), unanimous.
6. **Approval of Minutes for September 23.** Alfonso (Diaz), unanimous.
7. **Approval of Bills.** J. Marchetta (Diaz), unanimous.
8. **Committee Reports.**
  - 8.1. **Policy Committee.**
    - 8.1.1. **Public Exhibits Policy.** Addition of "The seeking of donations is prohibited. Nothing may be sold or raffled on the premises nor may orders for items be taken." J. Marchetta (Celey), unanimous.
    - 8.1.2. **Meeting Room Policy:** A non-profit organization wanted to use the meeting room. However, their verbal application was declined because they charge an on-line "donation" for admission. They also required that attendees register online to attend which would contradict the policy that meetings are open to the public.
    - 8.1.3. **Meeting Room Form:** The online Meeting Room Form is now an editable pdf.
    - 8.1.4. **Circulation and Registration Policy:** The staff is exploring the possibility of having a "no media" (computer-use-only) card for patrons who are just temporary residents of New Brunswick and lack sufficient identification to register for a regular library card. In addition, Belvin said that mentions of videos need to be removed from the Circulation and Registration Policy.
    - 8.1.5. **Reference Policy:** Many libraries no longer have a separate permission form for children's Internet access. The Youth Services staff has suggested that 8.2.9. of the Reference Policy be replaced with "Internet Access is available to patrons at designated workstations. For minors, parental/guardian consent for a child to access the Internet is granted by the parent/guardian at the time of library card sign-up." This would also entail a change of the Circulation and Registration procedure.
  - 8.2. **Finance Committee.** Belvin said that the expenditures were within expectations.
  - 8.3. **Friends' Liaison:** The Friends have donated two urns to finish the landscaping.
9. **Staff Presentation.** Joye Crowe-Logan on the library's presence on social media. The Board expressed its appreciation for her work at keeping the library visible to the



public.

10. Director's Report.

- 10.1. Books to Keep: The Libraries of Middlesex program Books to Keep is shifting its emphasis from distributing books during the holidays to more support for Summer reading programs.
- 10.2. Comparisons: Belvin compared thirty New Jersey public libraries\* that serve between 30,000 and 100,000 people. The local support per capita in 2014 ranged from \$17 to \$83 and average \$40 per capita (New Brunswick \$32). The expenditures for personnel for these libraries ranged from \$12 per capita to \$68 and averaged \$31 (New Brunswick \$29). Expenditures for materials ranged from less than one dollar to more than seven dollars and averaged three dollars (New Brunswick \$1.65). Other operating expenditures ranged from 63¢ per capita to \$15 with an average of \$7 (\$2.77). FTE Staff per 10,000 people served ranged from two to 11 with an average of five (4.4). The percentage of the staff who were professionals ranged from 11% to 57% with an average of 30% (46%). Two libraries circulated less than one item per capita annually while one library circulated 15 items per capita with an average of four items (1.5). Nineteen of the libraries are open four nights per week (4) and 14 of the libraries were open seven days per week (7). The total number of library programs ranged from 19 to 1,700 per year with an average of 717 programs (672). Belvin said that the number of computer uses per hour seemed to reflect multiple methodologies.
- 10.3. Wireless: A new router has been installed and statistics that are more detailed are being collected. In the first 21 days, there were 769 distinct users of the hotspot with daily distinct users ranging from 42 on a Sunday to 134 on a Wednesday. This excludes what are classified as Visitors whose devices connect for less than five minutes and Passersby who are present but do not connect. The vast majority are smart phone users (83%) while the remainder are laptop and tablet users.
- 10.4. Confucius Institute of Rutgers University: The Confucius Institute of Rutgers University, who sponsored the Chinese New Year program earlier this year, is presenting an four-week course for children four to seven to teach basic Chinese words using simple crafts.
- 10.5. New Jersey State Library Experienced Directors Summit: On October 7, the State Library sponsored a meeting for experienced library directors, *Share, Refresh, Discover*, with about 90 attending. There were excellent presentations by an attorney, Michael Cerrone, who emphasized the power of library boards in New Jersey especially considering the Attorney General's 1959 Opinion (1959:10). Interesting minor points were that in his opinion a library board quorum is half plus one of the filled positions, that there is no definitive opinion on whether draft minutes must be publicly available, and that there is no motion necessary to approve minutes if there are no corrections or changes. Two of the breakout groups Belvin attended focused on knowledge that most library directors have to learn on the job – creating change and its impact on staff, and facilities management. Andrea Levandowski of the State Library did a presentation of crowdfunding.
- 10.6. Children's: Karen Stuppi is creating a listening center in the Children's Room where up to six children can listen to the same book at the same time while also each reading the book. The Rutgers tutors have been asked, if they have no child to tutor, to round up some children and play specific learning games with them. Minecraft has now been installed on all the Children's Room computers.
- 10.7. The Association for Library Service to Children (ALSC) has awarded the New Brunswick Free Public Library one of the 79 grants (out of over 440 applications) to support creativity

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\* Orange, Irvington, East Orange, Bayonne, Kearny, Union City, West New York, North Bergen, Hoboken, Trenton, Hamilton, Monroe Twp, East Brunswick, Perth Amboy, North Brunswick, Sayreville, Piscataway, South Brunswick, Edison, New Brunswick, Old Bridge, Long Branch, Morristown, Passaic, Clifton, Franklin Twp, Linden, Plainfield, Union.

programming. The Curiosity Creates grant has been made possible by a generous donation to ALSC by Disney. The other New Jersey recipients are the Gloucester County Library System- Mullica Hill Branch, the Livingston Public Library, the North Plainfield Memorial Library, the Ocean County Library, the Piscataway Public Library, Salem County Bookmobile Library, and the Woodbury Public Library.

- 10.8. Interior versus Exterior: A patron complained about the work in front of the building and the lack of upkeep inside, especially the peeling plaster in the Stacks. Belvin reported that he has spoken to Engineering numerous times about the roof plans and they are coping with a shortage of staff.
- 10.9. NJLA Youth Services Forum: On October 7, Chelsea Woods presented at the Twenty-fifth Annual NJLA Youth Services Forum on "Math and Science Story Time," which finished its fourth summer run in partnership with Rutgers' National Institute for Early Education (NIEER). She informed librarians around the state about the positive outcomes associated with offering a family-centered, bilingual story time for kids ages 3-5 and their families. Each week during the series, children listen to stories regarding a STEM subject (plants, counting, seasons, etc), and participate in a hands-on activity with their parents to reinforce the learning experience.
- 10.10. Latino Americans: The October 19 presentation on the history and evolution of the Day of the Dead by Regina Marchi had an attendance of 36 participants. Attendance at the Saturday documentary programs has been more problematic, possibly because the local PBS stations have been showing the series.
- 10.11. Literacy: The Conversation Tree: Community-Based Language Partnerships Rutgers Graduate School of Education will be starting a new cafe at the library on Wednesday nights embedding a cafe into a class. This program will be TELL (Teaching English Language Learners).
- 10.12. Photography: There were 160 entries for the contest. The reception will be November 13.
- 10.13. Volunteers: Hsien-Min Chen attended the Rutgers Volunteer Fair. Two Rutgers students have so far volunteered because of that. One is at the pharmaceutical school and is doing scanning and adding vital statistics to the database for the library. The other is a prospective engineer.
11. Unfinished Business.
12. Old Business.
13. New Business.
14. Other Matters.
15. Public Comment.
16. Adjournment. Celey (J. Marchetta), unanimous.

**Next Meeting November 18**