

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

## Agenda, Board of Trustees

September 24, 2014 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, J. Marchetta, R. Marchetta, Monus, Ortiz; Excused: Clafien, Gutierrez; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Celey (Ortiz), unanimous.
5. Approval of Agenda. Diaz (J. Marchetta), unanimous.
6. Adult Summer Reading Grand Prize Award Ceremony.
7. Approval of Minutes of the July 23 Meeting. Alfonso (Celey), unanimous.
8. Approval of Bills. Tabled by consensus
9. Nominating Committee Appointments. Binde asked for volunteers to serve on the Nominating Committee that she will appoint at the next meeting.
10. Committee Reports.
  - 10.1. Policy Committee.
    - 10.1.1. Exhibits Policy. "All hanging art work must be framed or have d-rings attached" was added to the application form.
    - 10.1.2. Employment Application and Volunteer Policy: Belvin modified the library's employment application and volunteer application that is part of the Volunteer Policy to comply with the recently signed Opportunity To Compete Act.
    - 10.1.3. Media Contact Policy. J. Marchetta (Celey), unanimous.
    - 10.1.4. Collection Development Policy. Belvin pointed out the addition of a section on oral history and grammatical fixes. The Board will consider this at the October meeting.
    - 10.1.5. Meeting Room Policy: Jewish Family & Vocational Service of Middlesex County provides citizenship focused ESL classes free of charge at the library. However, they charge all students a one-time \$25.00 administrative fee for opening a file on each student and tracking their progress. No fees for instruction, books, or other class materials are charged to any student. If a student is unable to pay the fee, it is waived. Belvin said he did not think this violated the Meeting Room Policy's provision that, "Meetings must be without charge unless the Library Board of Trustees authorizes an admission fee in advance. The seeking of donations is prohibited." Celey and J. Marchetta expressed concern that it was prohibited. Belvin will contact Jewish Family & Vocational Service for additional information.
    - 10.1.6. Computer Use: A patron wrote a two-page complaint about the two-hour limitation on computer use.

10.2. Finance Committee.

- 10.2.1. Budget: Belvin referred to summary information sent electronically and said that expenses were within expectations.
- 10.2.2. USB Financial Services Certification: The certification was signed.
- 10.2.3. State Aid: The library achieved the \$1.50 per capita category in support for 2013 and will receive approximately \$28,781 in Per Capita State Aid this year.
- 10.2.4. Auditor's Comment. The auditor again expressed concern about the Board's investment of endowment money in AT&T stock and in the SPDR Exchange traded fund which is a fund that, before expenses, generally corresponds to the price and yield performance of the S&P 500 Index. The Board again discussed the safety of these holdings and the low rate of return of Treasury Notes. The matter was referred to the Finance Committee for further study and a recommendation.

10.3. Friends' Liaison: Monica Tarver, the new Friend's President, held a reception for the Friends' Board members on Sunday, August 17 at her home. Belvin conducted a tour of the library for Friends' Board members on August 21. The September Friends' noontime program was presented by Dennis Kobray on Scott Joplin. The October program will be a classical string quartet from Rutgers University's Mason Gross School

10.4. Director Evaluation Committee. The committee will meet on Tuesday, September 30 at the library.

11. Directors Report.

- 11.1. Affordable Care Act Training: Kym Kirkley will be attending a program on the Affordable Care Act on October 1 since the next ACA enrollment period will begin November 15.
- 11.2. AWE: Tamara Richman is seeking funding for an installation of four learning stations from AWE Digital Learning Solutions. The Early Literacy Station Bi Lingual Spanish comes with 70+ Educational programs and over 3500 activities for ages 2 to 8. The AfterSchool Edge currently has 65+ programs with over 2500 activities for ages 6 to 12. Both Stations cover all seven curriculum areas including reading, writing, math and problem solving, science, social studies, art and music. All content correlates with Common Core and Educational Standards for the State of New Jersey. None of the stations would be connected to the Internet. The cost will be about \$13,000 for the entire system and 5 years of technical support and software updates. Belvin contacted the director of a library in Mississippi who had connected circulation statistics with the usage of the workstations in 2012 and the director was still enthusiastic about the programs.
- 11.3. Children's Programming: September 15 and October 2, Paw Pals; September 22, Lego Club; September 24 and October 20, Little Legos; October 7, Toy Tuesday; October 23: Family Spooky Craft Night; October 28: Scary Story Fest; and October 30, Not so Scary Halloween Storytime.
- 11.4. Community Asset Preservation: Belvin attended the ribbon cutting for the Community Asset Preservation's revitalization of 12 Stratford Place. Belvin also attended the groundbreaking ceremony for Dina's Dwellings at the Reformed Church on September 4.
- 11.5. Community Partners Committee of the Student Volunteer Council (SVC) at Rutgers University: The Committee has a Civic Engagement Fair on October 8. Hsien-min will represent the library.

- 11.6. Computer Tutors: The Rutgers Volunteer Council is expanding their volunteering sites from six to ten and training new coordinating officers so the recruiting processes had been delayed. They are hoping to start recruiting volunteers the first week of October.
- 11.7. Digitized Newspapers: The library continues to get positive comments about the newspaper digitization including the following comment about the older issues on Facebook, "this has been so fascinating and helpful for my family tree. Thanks so much for doing this. Is there a way to follow any updates as to future digitization?" A patron in Kansas has emailed, "This genealogist is very grateful for the old New Brunswick newspapers you have posted online. I was born in New Brunswick myself, and lived in the area for almost 25 years, but knew very little about my family history at the time. And as it turns out, many of my New Brunswick-area ancestors got their names into the newspaper again and again over the years! I'm sharing your fine web resources with newsgroups on Ancestry and Facebook! What a fantastic resource!" The new indexing is now available from 2008 to 2014 for staff use only.
- 11.8. Dogs: The Children's Room hosted a program on Greyhounds on August 18. In addition, on August 26 there was the start of a Paw Pals program.
- 11.9. Esperanza Neighborhood: Tamara Richman represented the library at a back-to-school festival and resource fair hosted by the Esperanza Neighborhood Project and Roosevelt Elementary School on Tuesday, September 23 to complement the school's annual back-to-school night that evening.
- 11.10. Exploring Relationships Between Library Value and Library Funding. Dr. Edith Beckett did a survey of New Jersey library directors (N=88) about the director's perception of the library's value to the community and their perception of what helps budget requests to municipalities. The three leading items for adding value to the community were the provision of library materials, free Internet access, and children's programming.
- 11.11. Facebook: The Facebook page has a Total Weekly Reach of around 3,500. That is the number of unique people who have seen any content associated with the Page during the last seven days.
- 11.12. Free Internet Access: Assemblyman Wayne Deangelo had introduced a bill in the Assembly in February requiring cable companies that provide Internet access to provide free service to one public library in every municipality.
- 11.13. Guest Portraits: Descendants of Henry Guest are contemplating donating portraits of Moses Guest (Henry's son) and his wife Lydia to be hung in the Henry Guest House. They are probably pastels painted by James Martin who was active in the area from 1794 to 1820. Belvin will be taking them to the Conservation Center for Art and Historic Artifacts in Philadelphia on September 26 to have them examined as to what preservation work is needed. J. Marchetta asked about the cost of the preservation work. Belvin said that if it was minor, it could be absorbed within the budget but if it was a large amount, alternative sources of funding might have to be explored.
- 11.14. Henry Guest House Roof: Ready to bid.
- 11.15. Henry Guest House Shutters: The authorization to bid was approved by the City Council on September 17. Belvin will inform the Board when the bids are processed by the City's Purchasing Office.
- 11.16. Information Seeking Behaviors: Sarah Barriage and Darcey Searles are PH.D. students at Rutgers School of Communication and Information who, as a class project for an ethnography class are studying information seeking behaviors. They wish to be passive observers of children's programs at the library. Belvin met with them September 16 and has put them in touch with Dr. Alissa Lange of the National Institute for Early Education Research at Rutgers who has been conducting the MAAST (Rutgers' Children's Science and Math Program) at the library.

- 11.17. Instagram: The library is on Instagram due to Rosy Henderson's efforts. See <http://instagram.com/nbfpl/>
- 11.18. Judy Freeman: Tamara Richman picked up four more boxes of donations from Mrs. Freeman.
- 11.19. Lighting and Electrical: Belvin has generated a list of electrical work that needs to be done. These include Library Addition Exterior Wall Lights Facing Henry Guest House (Yellowed and probably obsolete fixtures); Post Lights (Belvin is working with Engineering for replacement; Alternatives to spotlights facing front of Henry Guest House and Library since lights blinded people coming down steps; Parking Lot Lights (The 25-year old fixtures probably not energy efficient); Hanging lights above front porch (Energy efficiency needs to be examined and it is difficult to replace bulbs); Henry Guest House Porch; and New outlets and sub-panel for Adult Reading Room so it can be converted to an enlarged HomeWork Center.
- 11.20. Literacy: All of the Conversation Cafés and conversation groups are full.
- 11.21. Mae Silver: Ms. Silver will be speaking for the Friends at the library about her book, *Stars on the Diamond: Early Women's softball in Jersey*, on October 21.
- 11.22. Middlesex County Aging Out Youth Conference: Rosy Henderson will be attending on October 10.
- 11.23. New Brunswick Tomorrow: Belvin is serving on the Neighborhood Task Force and Rosy Henderson and Chelsea Woods are sharing service on the 0-21 Task Force.
- 11.24. NJLA: Chelsea Woods will be the chair of the Association's Honors and Awards Committee.
- 11.25. PRAB: PRAB launched an outreach campaign this summer. One of their stops with their 27' RV was in front of the library on July 31.
- 11.26. Prevent Child Abuse NJ: Belvin met with Pamela DePompo of Prevent Child Abuse NJ on September 3. They will probably put up a display at the library for Prevent Child Abuse Month in April 2015. They also have some surplus tables they are donating to the library.
- 11.27. Probation Department: The library's practice has been to accept, evaluate, and assign people doing Community Service from Probation departments on the same basis as volunteers. The only recent participant was a Rutgers student who was from Gloucester County. The Middlesex County Vicinage Probation Department has again inquired about placing selected people at the library.
- 11.28. Reference: A patron called one evening when there is only one librarian working on the Reference Desk and asked if she could search in the Home News because she lost her keys and would like to know if anyone reported them as found to the paper. The librarian attempted to look in that day's paper but between requests for the paper and other patrons needing help, she was unable to do it at that moment. The patron then informed her that she wanted her to look through the paper from August 15 through that day. The librarian suggested that she come in to look through that many days worth and the patron became very irate because, "Every other time I have called with a question it was handled immediately". When informed that a note would be left for the next librarian who was available to look for it, the patron repeatedly asked the same series of questions about why she could not get an immediate answer. The suggestion was made that it might be easier to call the Home News to see if they had a listing for the lost and found, but that was unsatisfactory to the patron as was calling the police to see if anyone had turned in keys. Craigslist was tried.
- 11.29. Rubel Donation: The donation has been directed to the New Brunswick Historical Society which will be storing the items in the library archives.
- 11.30. Rutgers Management Project: Belvin met with an MLS student who was exploring possible topics for a library management class. Belvin suggested either board education beyond what the State Library provides about library laws and regulations or how to manage the homeless situation that many libraries face.

- 11.31. Security System: The library's current theft detection system is obsolete and difficult to maintain. A replacement system consisting of two stations will cost about \$14,500. Belvin will include this in the Capital Budget request for 2015.
- 11.32. Staff Outing: Hsienmin Chen coordinated a staff outing for August 3. Twenty-one of the staff and their families played lasertag. Belvin noted he did not participate because of a family conflict.
- 11.33. Summer Reading: The Summer Reading Faire was successfully held on August 16. Belvin said that its success was due to the hard work of the staff, the teen volunteers that Henderson arranged for, and the family members that the staff dragooned into volunteering. Both Four H and Dr. Gloria Bachman from the medical school had tables at the faire. There were 552 registrants (including preschoolers and Kindergartners) for the Summer Reading Program with 18% being Fourth Graders and 13% being in the Third Grade. 20% of the participants attend Roosevelt School while 16% attend Lincoln and 13% attend Lord Stirling. This summer there were 44 (15 in 2013) programs for children ages 13 and under attended by 1,238 (615 in 2013) people. Sixty-one children (46) and 17 (22) teens qualified for the Summer Reading Fair and there were 160 (175) attendees at the Summer Reading Fair.
- 11.34. Tween Programs: At 4:00 p.m. on September 2, there will be a Bouncy Ball program where they will make bouncy balls out of Borax, glue, and cornstarch to test their creative skills. On September 9 will be Back to School Hangout where tweens can come and chat about the first week of school, decorate school supplies and textbooks, and explore the Teen Room. On September 23, there will be a Library Scavenger Hunt. On October 7, there will be a Video Game Tournament. On October 28, there will be a Scary Story Fest. The tweens will also have monthly TWIG (Tween Interest Group) meetings to discuss their ideas about library service. Two family nights are planned for September 18 and October 16.
- 11.35. Volunteers: Sixteen volunteers from the Scarlet Day of Service of the Rutgers University Student Volunteer Council worked with Belvin on Saturday, September 20. They scraped and painted the Henry Guest house front porch, trimmed the trees in front of the Guest House, emptied out an area of the library basement, and painted two doors in the Community Room.
- 11.36. YAAR Meeting: In August, Belvin took the librarians on a tour of the infrastructure of the library and Henry Guest House. The September meeting was a tour of the Robert Wood Johnson Wellness Center.
- 11.37. Zacatepec: Dr. Peter Guarnaccia of the Rutgers Department of Human Ecology forwarded two copies of a report by the Fundación Alfredo Harp Helu on the Lienzos de Zacatepec exhibit.
12. Unfinished Business.
  - 12.1. Smoking: J. Marchetta asked about smoking on the front steps. Belvin said that signs prohibiting this would be up before the next meeting.
13. Other Matters.
  - 13.1. The Thirty-fifth Annual LMx Awards Reception will be held on Monday December 1 at 5:30 at the Pines Manor in Edison.
  - 13.2. NJLA Annual Conference will be April 20 to April 22, 2015 at the Ocean Place Resort in Long Branch.
14. Adjournment. Ortiz (Celey), unanimous.

**Next Meeting October 22**