In Attendance

Trustees: Barack Bar-Cohen, Andrew Erlichson, Robert Ginsberg, Audrey Gould, Jennifer Jang, Mayor Liz Lempert, Ruth Miller, Yamile Slebi, Pam Wakefield

Library Staff: Erica Bess, Brett Bonfield, Becky Bowers, Katie Bruce, Susan Chernik, Lisa Ham, Andre Levie, Janice Painter, Morgan Taylor, Sonja Vloeberghs

Others: Josephine Dodge (Teen Rep), Melissa Grzymala (Friends), David Hill (Foundation), Matt Karnes (Teen Rep)

At 7:01 p.m. Ms. Wakefield called the meeting to order and asked if proper notice of the meeting was given as required by the New Jersey Open Public Meetings Act (N.J.S. 10:4-6 et seq). Ms. Vloeberghs confirmed that proper notice was given. On Jan. 9, 2018 proper notice was posted in the library, published on the library’s website, and on Jan. 7, 2018 at 7:07 p.m. sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

All Board members and staff introduced themselves. Mr. Bonfield noted there will be a brief closed session following the open portion of the meeting. He also noted Resolution 2018-30 requires a revision and must be removed from the Consent Agenda. He noted the revenue from the sale of drinking glasses from Princeton Environmental Film Festival was $135.40, not $125.00 as stated in the Board packet.

Consent Agenda

- December 19, 2018 Meeting Minutes
- Final December Bills
- Resolution 2018-30: Q4 Restricted Gifts
- Resolution 2018-31: Operating Budget Amendment
- Resolution 2019-01: Cash Management Plan
- Resolution 2019-02: Bank Account Signatures
- Resolution 2019-03: Vendor Contracts
- Resolution 2019-04: Library Attorneys
- Resolution 2019-05: Library Auditors
Resolution 2019-06: Open Public Meetings Act
Resolution 2019-07: Official Newspapers
Resolution 2019-08: Temporary Budget

Approval of Consent Agenda: Mr. Ginsberg moved approval of the Consent Agenda minus Resolution 2018-30. Ms. Miller seconded the motion. Resolution 2018-30 was removed from the Consent Agenda. There was no discussion. The motion passed unanimously.

Resolution 2018-30: Q4 Restricted Gifts: Mr. Ginsberg moved approval of Resolution 2018-30 with the revenue from the sale of drinking glasses from Princeton Environmental Film Festival revised to $135.40 (not $125.00); Ms. Miller seconded the motion. There was no discussion. The motion passed unanimously.

Board Materials

Mr. Bonfield mentioned the Board Materials included in the Board packet. There was no discussion on the included materials.

Friends’ Report

Ms. Grzymala noted the Friends:

- First meeting of the year welcomed five new members on council.
- Held the fundraising committee kick-off meeting; Audrey and David Egger will be the honorary Benefit Chairs for 2019.
- Set a goal of $60,000 for the Friends Evenings and Beyond Words 2019 Silent Auction.
- Will hosting a Trivia Night on Feb. 16. They estimate that 90 people will attend.
- 2019 Beyond Words Benefit is Nov. 2 with Zadie Smith.

Public Comment

There was no public comment.

Staff Presentation

Mr. Bonfield introduced Andre Levie, Head of Collections. Mr. Levie noted that he has been with the library since August 2003, previously working at Baker and Taylor, a book wholesaler, and in NYC at Queens Public Library. Mr. Levie shared a list of all staff members that purchase collections at the library and the collections for which they are responsible. He also shared a map of the second floor showing the collections for which he is responsible – all except reference, book group nonfiction and local history. He is also responsible for adult fiction, suspense and music CDs. Mr. Levie noted that he budgets for all collections; he receives a budget at the beginning of the year and divides it among the selectors. He noted budgeting for the collections requires negotiation, analysis of circulation statistics and familiarity with trends.
He noted that he is also responsible for interlibrary loan. The Board asked Mr. Levie about ordering and removing books from the collection, and thanked Mr. Levie for his presentation.

**Teen Representatives**

Mr. Karnes and Ms. Dodge summarized the ideas and suggestions they presented to the Board over the past several months:

- Increasing outlets on third floor: in co-lab where no electricity exists, teen area where the outlets are only the wall.
- List of quiet study space available for use by teens and others.
- New chairs in the teen area
- Water bottle filler
- Less expensive food options at the café

**President’s Report**

Ms. Wakefield asked to move up the election of officers on the agenda. The Board agreed. Ms. Slebi noted that the nominating committee would like to propose the following slate of officers for 2019 as: Ms. Wakefield, President; Ms. Miller, Vice President; and Mr. Bar-Cohen, Treasurer. Ms. Slebi thanked Mr. Erlichson for his service as Vice President.

Ms. Slebi moved to approve the slate of officers recommended by the Nominating Committee. Mr. Ginsberg seconded the motion; the motion passed unanimously.

**Treasurer’s Report**

There was no report.

**Fundraising Report**

Mr. Bonfield asked Ms. Ham to present the fundraising update. Ms. Ham gave an update on the Annual Appeal. The library received $204,000 as part of its 2018 annual appeal and $35,000 in major gifts toward operations; between these two initiatives, there were 863 donors, compared to 882 the previous year. Among the donors, 38% were new donors and 62% of the donors had given previously. The library introduced a banner on the website during December that attracted 73 donors, 20 of whom were new donors.

Ms Ham noted that Melissa Von Stade will consult on an endowment campaign feasibility study. Mr. Bonfield noted that the Foundation added Ms. Von Stade’s fee to its budget.

**Director’s Report**

Mr. Bonfield noted that he will begin highlighting upcoming events in his report each month. He noted three exhibits, all of which are mentioned on a new section on the library’s homepage website about exhibits. He noted the following events: two authors in the Newsroom; a legal
and estate planning event; LGBTQI Competencies; Emergency Preparedness; Emily Wilson; and Audra Wolfe. He also noted that he will attend the 2019 ALA Midwinter conference in Seattle.

**Strategic Plan**

Mr. Bonfield noted that the Board asked him to update the 2019 organizational plan to indicate which departments or teams would have responsibility for the items on the list; he handed out a document containing the 2019 plan, divided into which area of the 2019-21 Strategic Plan the 2019 operating initiative would address. Each 2019 operating initiative indicated which department(s) or team(s) within the library would be responsible for carrying out the initiative.

**Amending Policies and Procedures Manual, Section 4**

Mr. Bonfield noted that the section on library culture in the Policies and Procedures Manual needed to be updated to reflect the updated text on library culture that is included in the 2019-21 Strategic Plan. Mr. Ginsberg moved to amend the Policies and Procedures Manual to reflect the library culture as stated on the Strategic Plan. Ms. Miller seconded the motion; the motion passed unanimously.

**Closing the library: Dec. 11**

Ms. Miller moved to close the library on Dec. 11 for Staff Development Day. Mr. Ginsberg seconded the motion; the motion passed unanimously.

**Executive Session**

Mr. Ginsberg moved to enter into closed session at 7:56 p.m.; Ms. Miller seconded the motion. The motion passed unanimously. A closed session meeting was held to discuss the evaluation methodology of the Executive Director.

Mr. Ginsberg moved to reconvene in open session at 9:04 p.m. No action was taken as a result of the closed session. Ms. Miller seconded the motion. The motion passed unanimously.

**Open Session**

The Board reconvened in open session.

**Meeting Schedule/Adjournment**

Mr. Ginsberg motioned to adjourn the meeting; Ms. Miller seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:05 p.m.

The next Board meeting is scheduled for February 13, 2019.