At 7:02 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 February 12, 2018 proper notice was posted in the library, published on the library’s website, and at 1:23 p.m. sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

Consent Agenda

- February 25, 2019 Meeting Minutes
- February 27, 2019 Meeting Minutes
- Final February Bills
- Preliminary March Bills
- Resolution 2018-32: Cancellation of 2018 Appropriations
- Resolution 2019-12: Emergency Temporary Appropriations

Approval of Consent Agenda: Mr. Ginsberg moved approval of the Consent Agenda. Ms. Miller seconded the motion. There was no discussion. The motion passed unanimously.


Mr. Bonfield asked the Board to approve Resolution 2019-13, awarding the Library Café Vendor to Two Flippin’ Chicks doing business as Jammin’ Crepes.
Ms. Bess provided a description of the bid process for the Library Café Concession Services. She noted the library received three proposals: Two Flippin’ Chicks doing business as Jammin’ Crepes, Princeton Soup and Sandwich Company, and Witherspoon Bread Company. These proposals were reviewed by the Evaluation Team (Ms. Bess, Mr. Bonfield, Mr. McAvenia, and Ms. Vloeberghs). Points, based on the evaluation criteria, were awarded to each respondent and interviews were given to those respondents that received 85 points or greater. Jammin’ Crepes and Princeton Soup and Sandwich Company were given interviews. After careful consideration, the Evaluation Committee chose to recommend Two Flippin’ Chicks doing business as Jammin’ Crepes. Ms. Bess thanked all respondents for participating in the process.

Mr. Ginsberg moved approval to award the Library Café Concession contract to Two Flippin’ Chicks doing business as Jammin’ Crepes. Ms. Miller seconded the motion. There was no discussion. The motion passed unanimously.

Representatives from Jammin’ Crepes and from Princeton Soup and Sandwich Company left the meeting.

New Interim Director
Ms. Wakefield introduced Mr. Jim Hecht as the Interim Director for the library and announced that his first day is April 15. All in the room introduced themselves to Mr. Hecht.

Public Comment
Ms. Wakefield introduced Adelaide Zabriskie, who donated funds to provide a hearing loop in the Newsroom, Community Room and Technology Center. Ms. Zabriskie read a brief description of the hearing loop, which broadcasts sound from the source to the telecoils in hearing aids and cochlear implants. She hopes her gift to the library makes programming more available to people with hearing loss. Ms. Wakefield thanked Ms. Zabriskie for her contribution.

Teen Representatives
Mr. Karnes thanked all who were able to attend “I Read This Book”. The Board members that attended said it was fantastic. Ms. Raythattha noted that the Teen Advisory Board (TAB) meets on first and third Tuesdays and they create and run events for kids and teens. TAB has, in past meetings, brought the following requests to the Board’s attention: more outlets in the co-lab and teen space, a water bottle filler, and a list of places available in the library where teens can work. Ms. Conlon noted that TAB is open to all 9-12 graders that complete an application. Ms. Chernik noted that most of the teens requests are part of the library’s capital request which has yet to be approved by the municipality.

Ms. Zabriskie left the meeting.

President’s Report
Ms. Wakefield thanked Mr. Bonfield and wished him well in Cincinnati.

Ms. Wakefield noted that a Search Committee is in place for a new executive director. The committee is composed of: Lance Liverman (Community), Bonnie Sprouls (Library), Helen Heintz (Friends), David Hill (Foundation), Yamile Slebi (Trustee), Jennifer Jang (Trustee), Ruth Miller (Trustee), Pam Wakefield (Trustee), and Jim Hecht (Librarian; non-voting).

March 20, 2019 Minutes
Friends Report
Ms. Heintz noted that there are a few more Friends evenings remaining; three are sold out, and one has a few seats remaining. She noted the annual book sale will be held on May 10-12, and the Book Lovers’ Luncheon with Judith Viorst is on Friday, May 17. The kick-off meeting for the Beyond Words Benefit will be on March 25; Deana Lawson will be the interviewer for the Benefit.

Ms. Heintz noted the Friends are in the process of hiring a Development Administrator that they will be sharing with the Foundation, and they will begin advertising for a Book Sale Manager in April.

Ms. Heintz noted the Friends were able to give the library $34,000 more in 2019 than originally budgeted due to the successful Benefit in 2018.

Fundraising Update
Mr. Bonfield noted that funds from the Annual Appeal in February were just under $4K; in 2018 just over $3K.

Statistics Report
- Gate count held steady; the door count decreased by 7%
- Total cardholders decreased by 5% due primarily to the timing of the report (when inactive cards were removed from the system); active borrowers increased by 8%
- Overall circulation increased by 10%:
  - Physical materials checked out decreased by 2%; DVDs and other multimedia decreased by 20%
  - Magazines increased by 20%
  - Digital downloads increased by 35%
  - Digital circulation is 23.5% of items borrowed (19% in 2017)
- Mobile app (use was misreported; Mr. Bonfield misread the statistics). Actual numbers:
  - Average monthly active users: 83% increase: 707 (2017), 1,297 (2018)
  - Total Sessions (those who downloaded app): 146% increase: 2,265 (2017), 5,568 (2018)
- 24,000 subscribers to the weekly email newsletter
- Volunteers hours increased by 42% (in part due to better tracking)

2019 Organizational Plan
Mr. Bonfield referred the Board to the 2019 Organizational Plan and noted there were no significant changes. There are more commitments to planning projects, rather than completing them, due to the transition to interim, part-time leadership.

Interim Director
Mr. Bonfield provided the Board with a brief bio of Mr. Hecht. He noted that Mr. Hecht will be working three days a week as Interim Director. Mr. Hecht noted that he has worked several times as an Interim Director.
Acknowledgements
Mr. Bonfield thanked the Board for being fantastic bosses, and thanked Mayor Lempert for assembling the Board. He thanked Mr. Royer for serving two years as Board of Trustees President, and Ms. Wakefield for serving as Board of Trustees President since January 2018.

2018 Budget vs. Actual
Ms. Chernik referred the Board to the copies in their Board packets, noting that the numbers shown are pre-audit; most account reconciliations have been completed and there may be minor adjustments made after the audit.

Ms. Chernik highlighted the following from the 4Q 2018 Operating Budget vs Actual Summary:

- Revenue was under budget by $68K
- Grants and Unrestricted Gifts were $44K (higher than budgeted)
- Expenses were cut back and the year ended with a net positive balance of $36,286.
- Savings realized in:
  - Staff turnover, e.g., health insurance, time to refill positions ($66K)
  - Building and grounds: less building and equipment repair than in 2017
  - Cleaning: budget was higher than actual need
  - Technology: software and licenses cost less than budgeted

She noted, with reference to the Treasurer’s Report, that

- 2018 year-end bank balances increased by $41K over 2017 year-end balances
- There was a $39K increase in fund balances over 2017 year-end balances
- Original 2018 goal for fund balance was $700K; year-end actual fund balance is $673K

Mr. Bar-Cohen asked whether the Friends increased contribution decreases Development’s fundraising target. Ms. Chernik explained that $5K was given to the library materials budget, some funds were used to replace money used from the general funds, and the use of the remaining ~$20K will be discussed at the Finance Committee meeting, possibly using that money to alleviate the annual fundraising goal for 2019.

Foundation Board appointments
Mr. Bonfield noted that the Foundation Bylaws require the approval of new Foundation Board Members by the Board of Trustees. He noted that six new members’ bios were included in their packet.

Ms. Miller motioned to approve the slate of candidates for members of the Foundation Board; Mr. Ginsberg seconded the motion. The motion passed unanimously.

Adjournment/Meeting Schedule
Mr. Ginsberg motioned to adjourn the meeting; Ms. Gould the motion. The motion passed unanimously. The meeting was adjourned at 7:45 p.m.

The next Board meeting is scheduled for May 15, 2019.