BOARD OF TRUSTEES MEETING MINUTES
April 17, 2019

In Attendance

Trustees: Andrew Erlichson, Robert Ginsberg, Audrey Gould, Ruth Miller, Yamile Slebi, Pam Wakefield

Library Staff: Erica Bess, Becky Bowers, Susan Chernik, Lisa Ham, Jim Hecht, Janice Painter, Karen Rackley, Hannah Schmidl, Morgan Taylor, Sonja Vloeberghs

Others: Josephine Dodge (Teen Rep), Helen Heintz (Friends), Matt Karnes (Teen Rep), Janki Raythattha

Not in Attendance: Barack Bar-Cohen, Jennifer Jang, Mayor Liz Lempert

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. Rackley confirmed that proper notice was given. On January 7, 2019 proper notice of the annual schedule of regular meetings for 2019 was posted in the library, published on the library’s website, sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

Consent Agenda

- March 20, 2019 Meeting Minutes
- Final March Bills
- Preliminary April Bills
- Resolution 2018-32: Revised Cancellation of Unexpended 2018 Appropriation Balances

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

Board Materials

- Monthly Report
- 1Q 2019 Budget vs Actual
- Quotes for Products and Services – 1st Qtr, 2019
Friends Report (Helen Heintz, President of the Friends of the Princeton Public Library)
Ms. Heintz noted that:
- Stephanie Oster accepted the position of full-time Development Administrator; Ms. Oster will start on April 29 and split her time between the Foundation and the Friends.
- The Friends are in the process of hiring the Book Sale Manager.
- There are two openings on the Friends Council.
- The annual book sale will be from May 10-12.
- The Book Lovers Luncheon will be held on May 17; 100 tickets have been sold with 20 remaining.
- There is one more Friends evening.
- The Friends are busy planning the auction and Friends evenings for next year.

President’s Report
PEFF: Ms. Wakefield congratulated Susan Conlon and Kim Dorman on the success of PEFF; she said the events she attended were extraordinary.

Farewell: Ms. Wakefield noted that one week ago the Board, and others, said farewell to Mr. Bonfield at an event held at the library hosted by the Trustees, Friends and Foundation. She noted that April 10, 2019 was proclaimed by Mayor Lempert as “Brett Bonfield Day.” She noted the teens passed around Ms. Jang’s book for signatures and collected notes for Mr. Bonfield.

Executive Search Firm RFP: Ms. Wakefield noted that an Executive Search Firm RFP was issued on April 5 with a pre-bid meeting held at the library on April 16 at which five firms participated. She noted that proposals are due May 8.

HVAC RFP: Ms. Wakefield noted that Janet Simon, prior Development Director, is working on a temporary basis for the library to manage the HVAC capital project.

Public Comment
There was no public comment.

Teen Representatives
Ms. Raythattha noted that at the farewell event, the teens met and spoke with David Jacobus who provided an idea to bus elementary students to the library after school to take advantage of the university tutors providing homework help. Ms. Bess said that she would consider the idea of increasing the use of the homework help service at the library by students who could benefit from this service, and provide a response to the teens.

Fundraising Update
Ms. Ham noted that:
- The 1st quarter Annual Appeal raised ~$19,000, similar to 2018.
- On April 10, which was designated as Library Giving Day by the ALA Development Committee, 23 gifts for $2,135.00 were received by the library; the average gift was $93, the largest gift was $250, and there were 5 new donors that contributed $600. She mentioned that Giving Day bookmarks were handed out with each check out as well as to library visitors.
- The Spring Appeal will be sent out in approximately one week which will include a new bookmark.
Director’s Report
Mr. Hecht noted that this is an exceptional library in terms of the facility and staff, and he was impressed with the level of knowledge and dedication from those staff members with whom he has met. He noted he is looking forward to his time working at the library and thanked the Board for the opportunity.

New Business: Resolution 2019-14: Approval of 2019 Operating Budget
Ms. Chernik noted that the Finance Committee met to discuss the budget and the first quarter budget vs. actual results, which they approved and is provided in the Board packet.

Ms. Chernik noted that:
In September, the Board was presented with a budget of $5,599,000 which has been adjusted since the approval of the town’s operating budget on April 8. There were significant savings on salary and health benefits, mainly due to Mr. Bonfield’s resignation and Ms. Bess’ maternity leave, and some expenses previously cut were reallocated. A requested cut of $40,000, $25,000 of which was from the Collections budget, was replenished and slightly increased. A reduction of $2K per month to the state for retiree health benefits contributed to additional savings in health benefits. Savings in personnel, health benefits, an increase in pension cost, and savings in related payroll taxes resulted in approximately $100K in savings.

Increases were made to adult community relations which had remained flat for many years, as well as to legal costs with the anticipated use of legal services for upcoming projects and RFPs; $40K for professional fees for the executive search firm, a restored $10K in building repairs, and an additional $4,500 for cleaning costs. The overall budget was reduced by $19K for a final budget of $5,581,591.00.

Ms. Chernik answered a few questions from the Board about the Budget. Ms. Miller moved the Board accept the 2019 Proposed Operating Budget. Mr. Ginsberg seconded the motion. There was no further discussion. The motion passed unanimously.

There was discussion about the auditors, their scope of work and how might the library reduce the cost. Ms. Chernik noted that the auditors must have a registered municipal accountant. Mr. Hecht noted he would enquire about the auditors at his previous employer, Somerset County Library System.

Adjournment/Meeting Schedule
Ms. Gould motioned to adjourn the meeting; Mr. Ginsberg the motion. The motion passed unanimously. The meeting was adjourned at 7:33 p.m.

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