BOARD OF TRUSTEES MEETING MINUTES
May 15, 2019

In Attendance

Trustees: Andrew Erlichson (on phone), Robert Ginsberg, Jennifer Jang, Mayor Liz Lempert (arrived 7:06 p.m.), Ruth Miller, Pam Wakefield

Not Present: Barack Bar-Cohen, Audrey Gould, Yamile Slebi

Library Staff: Becky Bowers, Susan Chernik, Susan Conlon, Lisa Ham, Jim Hecht, Bonnie Sprouls, Morgan Taylor, Sonja Vloeberghs

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

At 7:04 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 March 6, 2018 proper notice was posted in the library, published on the library’s website, and at 10:25 a.m. sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

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.

Consent Agenda

- April 17, 2019 Meeting Minutes
- Final April Bills
- Preliminary May Bills
- Resolution 2019-15: Appointment of Interim Executive Director
- Resolution 2019-16: 2019 Capital Budget Approval
- Resolution 2019-17: Cleaning Services Contract Change Order #1
Friends Report
Helen Heintz, Friends President, noted:

- the Annual Book Sale held on May 10-12 raised $19,535.00 with 9,000 volumes moved for the sale. She noted the sale was well attended. It was held in the Community Room so there was no need for a tent on the plaza.
- The Friday, May 17 Book Lover’s Luncheon is sold out.
- The Friends are in need of space in anticipation for the fall Evenings with Friends events; large rooms, in people’s homes, that can seat 20-40. Ms. Heintz asked the Trustees for recommendations.
- The Friends have two new staff: Former Friends Council members Stephanie Oster, Development Administrator and Jane Neiman, Book Sale Manager, which leaves two openings on the Friends Council; Ms. Heintz welcomes any recommendations.

Ms. Heintz shared the soon to be distributed Zadie Smith Save the Date card, for the Nov. 2 Beyond Words benefit, with the Trustees.

Public Comment
There was no public comment.

Teen Representatives
Ms. Wakefield thanked the teens for their participation and suggestions. For those going to college, she wished them well, and said she hoped to see Ms. Dodge as a teen rep again next year.

President’s Report
Ms. Wakefield referred the Board to Resolution 2019-18 that was sent to them separately from the Board Packet.

Approval of Resolution 2019-18: Mr. Ginsberg moved approval of Resolution 2019-18: Rejection of Executive Director Search Firm Proposal by Storbeck/Pimental & Associates. Ms. Miller seconded the motion. There was no discussion. The motion passed unanimously.

Treasurer’s Report
Ms. Chernik noted that it is midway through the 2nd quarter of the year, and the library is on target, managing expenses and keeping an eye on the annual appeal.

Director’s Report
Mr. Hecht noted that:

- Janet Simon, project manager for the HVAC project, will work on an RFP and target several engineers to get a value proposition as an indication of what the project will cost.
- The library received a draft plan from Andrew Berman Architects for power outlets in the third floor CoLab. There are two options: core drilling or steel case thread under

May 15, 2019 Minutes
carpeting. Further discussion to determine the best option will take place in the next weeks.

- He will be taking vacation from May 21-29.

Ms. Chernik noted that the town approved the capital budget; all projects requested were approved; however, portions of some projects will be deferred until the library hires an executive director. Ms. Chernik noted that the project for the third floor redesign will await the return of the Assistant Director from maternity leave in November and/or the hire of an ED; however, the library will move forward with providing power to the CoLab space. She also noted that the town approved capital funding for the restroom upgrades. These upgrades will require design decisions and will be deferred until the hire of an ED; however, the library will proceed in replacing the water fountains with water filling stations.

Mr. Ginsberg inquired about who is responsible in Mr. Hecht’s absence. Mr. Hecht noted there is a go-to team identified and he will be reachable by phone.

**Fundraising Update**

Ms. Ham noted:

- the Spring Appeal has been sent out and donations are a bit ahead of last year at this time.
- Stephanie Oster, started full-time as the development administrator. She is a local resident with children in Johnson Park Elementary School and at the middle school.
- She has been meeting with major donors daily.
- She has been working with David Hill, President of the Foundation. They have created a Development Committee; the Foundation will be helping with development.
- In the absence of the Executive Director as the major gift officer, she is asking for donor recommendations— in-person introductions rather than just verbal recommendations.
- She is working on updated planned giving materials with Florence Kahn.

Ms. Ham asked the Board to be ambassadors of the library.

**New Business**

Ms. Wakefield referred the Board to the Community Partnership & Sponsorship Memorandum of Understanding and memo from Assistant Director, Erica Bess, located in the Board Packet. There was discussion of how the reason and history of the MOU.

**Executive Session**

Mr. Ginsberg moved to enter into closed session at 7:33 p.m. to discuss personnel matters. Ms. Miller seconded the motion. The motion passed unanimously.

Ms. Lempert asked whether the MOU needed approval from the Board.

**Open Session**

Ms. Miller moved to return to open session; Mr. Ginsberg seconded the motion. The motion passed unanimously.

*May 15, 2019 Minutes*
Ms. Jang moved approval of the **Community Partnership and Sponsorship Memorandum of Understanding**, and to include it in the Policies and Procedures Manual. Mayor Lempert seconded the motion. There was no discussion. The motion passed unanimously.

**Executive Session**
Mr. Ginsberg moved to return to closed session at 7:36 p.m. to discuss personnel matters. Ms. Miller seconded the motion. The motion passed unanimously.

A closed session meeting was held to discuss personnel matters.

**Open Session**
Mr. Ginsberg moved to reconvene in open session at 8:25 p.m. As a result of the closed session meeting, Mr. Erlichson moved the following:

> WHEREAS, the Board has considered the bids submitted for the executive director search firm and found none of them to be acceptable, BE IT RESOLVED that the library will conduct the search for the Executive Director using internal staff following a process to be determined by the Board.

Ms. Jang seconded the motion. There was no discussion. The motion passed unanimously.

**Meeting Schedule/Adjournment**
Ms. Miller motioned to adjourn the meeting; Mr. Ginsberg the motion. The motion passed unanimously. The meeting was adjourned at 8:38 p.m.

The next Board meeting is scheduled for June 19, 2019.