BOARD OF TRUSTEES MEETING MINUTES
June 19, 2019

In Attendance

Trustees: Barak Bar-Cohen, Audrey Gould, Jennifer Jang, Mayor Liz Lempert, Yamile Slebi, Pam Wakefield

Not Present: Andrew Erlichson, Robert Ginsberg, Ruth Miller

Library Staff: Becky Bowers, Susan Chernik, Susan Conlon, Lisa Ham, Jim Hecht, Karen Rackley, Bonnie Sprouls, Sonja Vloeberghs, Marissa Warren

Others: Brad Caruso (WithumSmith+Brown), Helen Heintz (Friends), Arthniel Scott (WithumSmith+Brown)

At 7:05 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. Proper notice was published on the library’s website, posted in the library on June 10 and sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

Consent Agenda

- May 15, 2019 Meeting Minutes
- Final May Bills
- Preliminary June Bills
- Resolution, with Shared Service Agreement, for Managed Network Services
- Resolution, with Shared Service Agreement, for Technical Support Shared Services
- Resolution for Professional Engineering Services – HVAC Competitive Contracting

Approval of Consent Agenda: Ms. Jang motioned to remove the May 15, 2019 Meeting Minutes from the Consent Agenda; Mayor Lempert seconded the motion; the motion passed unanimously. Ms. Gould motioned to approve the Consent Agenda minus the May 15, 2019 Meeting Minutes; the minutes were removed from the consent agenda; Mayor Lempert seconded the motion; the motion passed unanimously.

Mr. Hecht recommended amending the minutes to include his attendance at the May 15, 2019 Board Meeting. Ms. Jang motioned to accept the amended May 15, 2019 Meeting Minutes; Mayor Lempert seconded the motion; the motion passed unanimously.
Audit Presentation

Mr. Caruso of WithumSmith+Brown PC referred the Board to the Audit presented in their Board meeting packet. He noted the financial statements are in accordance with the State of NJ Department of Community Affairs basis of accounting, advised the Board of certain disclaimers regarding the preparation of the audit and report, and highlighted certain information from the report. He noted that the auditing team received full cooperation from the management and staff of the library. Mr. Caruso noted that they will issue a management representation letter to the library.

Mr. Bar-Cohen motioned to accept the 2018 Audit as presented by WithumSmith+Brown; Ms. Jang seconded the motion; the motion passed unanimously.

New Teen Services Librarian

Ms. Conlon introduced Marissa Warren, the new teen services librarian. Ms. Conlon noted that Ms. Warren had been working part time in Youth Services for two years; received her MLIS from Rutgers University in December 2018; working full-time in the library at Community Park Elementary School as a maternity leave substitute. The Board asked Ms. Warren a few questions.

Ms. Conlon provided Summer Reading registration statistics: On the first day, June 14, 377 children and teens registered, by June 16, 938 children and teens registered.

Friends Report (Helen Heintz, Friends President)

Ms. Heintz thanked Ms. Gould for her donation of $15,000 as the lead sponsor for the Benefit. She noted, regarding the Benefit, Elements will provide the food; Jammin’ Crepes will provide the dessert; early supporter invitations have been sent in the mail, and the website is being updated with auction items; however, sign-up is not until the benefit.

Ms. Heintz noted that the Friends are halfway to their contribution amount and expect to meet their $150,000 goal.

Public Comment: There was no public comment.

Teen Representatives: There were no teens present.

President’s Report: There was no President’s report.

Treasurer’s Report: There was no Treasurer’s report.

Director’s Report

Mr. Hecht noted that in the May Board report, there was an error: those that have registered their online library accounts with BiblioCommons is 19,500 (not 9,500).

He highlighted a few things in from his report:

- Claire Legrand’s book “Kingsbane” is #4 on the Best Seller List for young adults.
- New T-shirts for sale; Seth Berens researched and pitched the proposal; the shirts are a hit.
- Janie Hermann accepted an award, on behalf of the library and the Festival Cultural Latino, for outstanding multicultural programming.
The Executive Director search is underway; the job description posted on 10-12 library association websites across the country, library schools, and on the ALA website. He and Bonnie will man a job placement table at the ALA Conference in Washington DC.

Mr. Hecht has reached out to people that he knows; he contacted the director at the Free Public Library of Philadelphia for suggestions or recommendations; he will be targeting people across the country using data from an association website allowing targeting of libraries similar in statistics to PPL; Ms. Burger offered some suggestions to Mr. Hecht.

**Fundraising Update**

Ms. Ham noted that the Spring Appeal, approximately $42,000; $6,200 pledged for the appeal; $3,000 restricted gift to the aquarium.

She noted the Development Office has been focusing on corporate partnerships and sponsorships; the projected partnership giving is $55,000 for two gifts, and they estimate the Friends sponsorship for the benefit will be approximately $22,000-$30,000.

**Resolution 2019-22**

Ms. Wakefield referred the Board to Resolution 2019-22: Award of HVAC Engineering Services that was provided to them prior to the meeting. Ms. Chernik noted that four firms attended a walkthrough on June 14, of those, three firms submitted proposals. The Evaluation Criteria (Mel Grzymala, Pat McAvenia, Janet Simon) met and ranked the proposals. The committee recommended Loring Consulting Engineers, Inc.

Ms. Jang motioned to accept the Resolution 2019-22, awarding the Professional Engineering Services for HVAC Equipment contract to Loring Consulting Engineers, Inc.; Ms. Slebi seconded the motion; the motion passed unanimously.

**Executive Session**

Ms. Jang moved to enter into closed session at 7:57 p.m. to discuss personnel matters. Ms. Slebi seconded the motion. The motion passed unanimously.

A closed session meeting was held to discuss personnel matters.

Ms. Jang moved to reconvene in open session at 8:19 p.m. No action was taken as a result of the closed session. Ms. Slebi seconded the motion. The motion passed unanimously.

**Open Session**

The Board reconvened in open session.

**Meeting Schedule/Adjournment**

Ms. Jang motioned to adjourn the meeting; Ms. Slebi the motion. The motion passed unanimously. The meeting was adjourned at 8:20 p.m.

The next Board meeting is scheduled for July 17, 2019.