In Attendance
Trustees: Barack Bar-Cohen, Andrew Erlichson, Robert Ginsberg, Jennifer Jang, Mayor Liz Lempert, Ruth Miller, Pam Wakefield

Not Present: Audrey Gould, Yamile Slebi

Library Staff: Becky Bowers, Susan Chernik, Lisa Ham, Jim Hecht, Karen Rackley, Hannah Schmidl, Bonnie Sprouls, Sonja Vloeberghs

Others: Janet Simon, Adelaide Zabriskie

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 July 15, 2019 proper notice was posted in the library, published on the library’s website, and on July 9, 2019 at 2:55 p.m. sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

Ms. Wakefield welcomed Adelaide Zabriskie to the meeting and thanked her for her generous gift to the library, the Hearing Loop, which will be discussed later in the meeting.

Consent Agenda
- June 19, 2019 Meeting Minutes
- Final June Bills
- July Bills
- Resolution 2018-19: Acceptance of Designated Gifts, 2nd Quarter 2019
- Cancellation of August meeting
- Library Closures: Friday, Nov. 1 at 6:00 PM; Saturday, Nov. 2 to prepare for benefit
- Revisions to Policies and Procedures Manual (Section 7.4) – change references to café vendor from Terra Momo and Terra Libri to Jammin’ Crepes and Jammin’ Community Café.

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

Board Materials
There was no discussion regarding the Board Materials.
Friends Report
Ms. Heintz was unable to attend the meeting, but left the Board with the following information:

Our array of auction items for the benefit is virtually complete.
We completed our payments towards the 2 Reimagine project for the year.
Book sales for June were strong again ($10.9K) after a weak May ($9.0K).
Our next pop-up book sale date has been moved to Sunday Dec. 8, 2019.

2019 Beyond Words benefit
Planning and ticket sales for the annual benefit continue apace. We are currently at 178 tickets sold. This gives us, at a minimum, 97 tickets more to sell (corporate sponsors' tickets account for remaining balance, taking us to a total of 375 people at the Benefit; as corporate sponsors confirm their guests, if any sponsor places are not taken, we sell these too). Talk-only tickets (@$45 each) become available in September.

The Early Support deadline is this Friday, July 19. If any of the Trustees would still like to show their early support for the Benefit, they can purchase tickets or make donations online (princetonlibrary.org/beyondwords), or send in/drop off the reply card with payment by Friday.

Sponsorships - we have over 20 sponsors pledged or expected for this year's benefit.

Evenings and auction items - we have over 70 auction items and evenings already confirmed. Evenings will feature Kevin Kruse, Mara Isaacs, Jim McPherson, Anne Case and Angus Deaton, Victoria Riskin and Jeff Nunokawa, among others.

Hearing Aid Loop
Ms. Bowers, IT Manager, noted that installation of the hearing loop assistive hearing system (the Loop) in the library is complete; the Loop is installed in the Community Room, Newsroom and Tech Center. The technology works with the existing sound systems in each room: sound from the microphone and/or sound systems is sent to an amplifier which is connected to the Loop, the sound is enhanced for those who use telecoil-enabled hearing aids or have cochlear implants. The Loop has also been installed in the Conference Room, with the addition of an amplifier and microphones that participants must speak into (4-9 inches from the microphone). Ms. Zabriskie said she could hear everything and encouraged the Board to ask those they knew with hearing aids to come to the library to try it out.

HVAC Replacement Project
Janet Simon, project manager for the project, noted that the library has been working with Loring Engineers and completed a feasibility study to determine the scope of work and to ensure it met the library's budget. After Loring presented the library with solutions to three options, a water cooled centrifugal chiller with magnetic bearings which will save energy, be more efficient and have lower maintenance costs was chosen. There was discussion on the types of chillers. There was discussion about the cost of the project which, even with the less expensive solution, exceeds the library's capital budget allocation. The library requested the mechanical engineer to provide a cost estimate for the total project cost, the second of which was verified. The difference between both estimates was $37,869.

Ms. Chernik noted that the total project cost exceeded the $600,000 capital allocation, previously approved by the municipality. She spoke about options with the Finance Officer at the municipality which will result in the library requesting additional funds in next year’s capital request. Ms. Chernik noted although the funding should come from the municipality, there are concerns with delaying the project and waiting for
approval of next year’s capital request. She noted that she was able to find other funding (allocated for capital projects) from the library that could be used until the additional capital request, anticipated to be approved by the municipality, is used to reimburse those alternative sources of funding. In discussion the Board agreed for the project to continue with the understanding that they would be kept apprised of the amount of the bids when received.

Public Comment
There was no public comment.

President’s Report
There was no report.

Director’s Report
Executive Director Search update – Mr. Hecht noted the deadline for applications is July 31, and that to date, the library has received 13 applications for the executive director position and, with preliminary consideration, 2-3 qualified candidates. The Executive Director Search Committee’s plan is to review applications in early August, interview candidates mid-August, with second interviews and final review by the Board in September.

Library Compensation and Job Grade/Classification Study – Mr. Hecht noted that he and the Finance Committee discussed salaries, compensation and job grades/classification which resulted in a future review to be completed by Mr. Hecht and Ms. Sprouls, HR Director. They will evaluate other sources to identify whether the library is competitive, and evaluate job grades and classifications.

Treasurer’s Report
Referred the Board to the mid-year budget vs. actual summary and the Treasurer’s Report included in their packet. Ms. Chernik reviewed the Summary and the Treasurer’s Report with the Board.

Fundraising Update
Ms. Ham had to leave the meeting unexpectedly, but noted, through Ms. Wakefield that fundraising is at approximately the same amount as it was at this point last year.

Old Business
There was no old business.

New Business
There was no new business.

Meeting Schedule/Adjournment
Ms. Miller motioned to adjourn the meeting; Mr. Ginsberg the motion. The motion passed unanimously. The meeting was adjourned at 8:09 p.m.

The next Board meeting is scheduled for September 18, 2019.