BOARD OF TRUSTEES MEETING MINUTES
September 18, 2019

In Attendance
Trustees: Barack Bar-Cohen, Andrew Erlichson, Robert Ginsberg, Jennifer Jang, , Ruth Miller, Yamile Slebi, Pam Wakefield

Not Present: Audrey Gould, Mayor Liz Lempert

Library Staff: Susan Chernik, Susan Conlon, Lisa Ham, Jim Hecht, Janice Painter, Bonnie Sprouls, Sonja Vloeberghs

Others: Josephine Dodge (Teen Rep), Madeleine Freundlich (Teen Rep), Elizabeth Leonard (Teen Rep), Dana Molina (Friends), Adelaide Zabriskie

At 7:00 p.m. Ms. Wakefield, BOT President, 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 September 11, 2019 proper notice was posted in the library, published on the library’s website, and at 1:50 p.m. sent to the municipal clerks, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

Ms. Conlon, Youth Services Department Head, introduced the Teen Representatives: Josephine Dodge – Senior at Princeton High School; Madeleine Freundlich – Senior at Stuart Country Day School, and Elizabeth Leonard – Junior at Princeton High School.

Ms. Miller asked Ms. Conlon how the Teen Reps are chosen. Ms. Conlon noted that representatives are chosen from members of the Teen Advisory Board. She noted seniors are given first consideration and through information provided on their returner’s application to TAB, the members indicate whether they are interested in being a Teen Rep.

Ms. Conlon reported that $80,000+ of books were sold by jaZam’s at the Children’s Book Festival on Saturday; twenty percent of the sales goes to the Youth Services department for materials and services.

Consent Agenda
- July 17, 2019 Meeting Minutes
- Final July and August Bills
- Preliminary September Bills
- Resolution 2019-24: COLA 2019

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.
**Board Materials**
There were no questions or comments on the Monthly Report.

**Friends Report**
Ms. Molina, Friends Second Vice President, noted the Benefit is sold out and that Volvo of Princeton is a new sponsor. She thanked Ms. Gould and the Eggers for their tremendous donations. Ms. Molina noted the bookstore sales in August were $11,000. She asked the Board for recommendations for new Friends Council members.

**Public Comment**
There was no public comment.

**Foundation Report**
Mr. Hill, President of the Foundation Board, provided a Foundation Report from their quarterly Board meeting noting the endowment is currently over $14 million. Despite the downturn at the end of the fourth quarter last year, the performance of the Foundation assets has been quite good for the first half of this year. He noted the Board approved changes to the bylaws, and the Investment Committee plans to make changes to the asset allocations of the endowment funds.

Mr. Hill also noted the Foundation is considering how to strategically use the introduction of the new executive director to thank long-time and special donors who might be good candidates for planned gifts.

**Financial Reports**
Ms. Chernik, Finance Director, noted that the Finance Committee met on Sept. 16 and went over the budget in detail. She referred the Board to the 2020 Proposed Operation Budget and 2020 Budget Highlight Notes that was included in their packet and explained changes in the budget.

Ms. Chernik noted the cover page (2020 Proposed Operating Budget) was revised. At the Finance Committee meeting, Ms. Miller questioned whether the benefit from upgrading the Security Card Access was worth the amount budgeted; after discussion with library staff, it was decided to postpone the request to 2021 and look into alternatives, which changed the original cover page.

Ms. Chernik reviewed the Capital Budget Requests with the Board. She noted the Capital requests included the increased request for the HVAC System, bids for which are due on Oct. 2, which will provide a better understanding of the amount of funding required. She reviewed the rest of the Capital requests as noted on 2020-2025 Capital Request(s) spreadsheet included with their packet.

**Fundraising Update**
Ms. Ham, Development Director, noted the annual appeal and sponsorships continue. She noted the Development Office is planning a “thanking” theme – to thank, for example, 20-year donors as a first group; the Planned Giving Committee is helping Ms. Ham. She noted the Planned Giving brochure should be ready by mid-October. Ms. Ham reported her office is nearly ready to start the Fall Appeal.

**President’s Report**
Ms. Wakefield tabled the determination of Board Meeting dates for 2020 to next month’s meeting.

Ms. Wakefield appointed the Nominating Committee for Board Officers in 2020 as: Mr. Ginsberg, Ms. Jang and Ms. Slebi; the Committee will present a slate in December for Board approval.

Sept. 18, 2019 Minutes
**Director’s Report**
Mr. Hecht, Interim Director, noted that due to personal circumstances he has cut back his hours at the library, focusing primarily on the Executive Search. He commended the Executive Search interview team of Ms. Jang, Mr. Hill and Ms. Miller, with Ms. Wakefield as an observer, for being engaged, and professional. He noted their follow-up questions to the written questions were on point enabling the interview committee to dig deeply into the resumes and evaluate the experiences and qualifications to select candidates for consideration.

Ms. Wakefield thanked Ms. Sprouls and Mr. Hecht for their professionalism and for conducting the search with intelligence and creativity.

**Old Business**
There was no old business.

**New Business**
There was no new business.

**Executive Session**
Mr. Erlichson moved to enter into closed session at 7:33 p.m. to discuss the search for the Executive Director. Ms. Miller seconded the motion. The motion passed unanimously.

A closed session meeting was held to discuss the search for the Executive Director.

Ms. Jang moved to reconvene in open session at 8:32 p.m Ms. Slebi seconded the motion. The motion passed unanimously.

**Open Session**
The Board reconvened in open session. No action was taken as a result of the closed session.

**Meeting Schedule/Adjournment**
Ms. Jang motioned to adjourn the meeting; Ms. Slebi the motion. The motion passed unanimously. The meeting was adjourned at 8:33 p.m.

The next Board meeting is scheduled for October 16, 2019.