BOARD OF TRUSTEES MEETING MINUTES
October 16, 2019

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

Not Present: Barack Bar-Cohen, Audrey Gould, Mayor Liz Lempert
Jim Hecht (Interim Executive Director)

Library Staff: Katie Bruce, Susan Chernik, Susan Conlon, Lisa Ham, Janice Painter, Bonnie Sprouls, Morgan Taylor, Sonja Vloeberghs

Others: Josephine Dodge (Teen Rep), Michael Hall (Friends), Madeleine Freundlich (Teen Rep), Elizabeth Leonard (Teen Rep), Janet Simon (on phone at 7:19 p.m.; HVAC project mgr)

At 7:01 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. Proper notice was posted in the library, published on the library’s website and, on October 7, 2019 at 10:24 a.m., sent to the municipal clerk, the Princeton Packet, Town Topics, and Trenton Times and distributed to the standard distribution list.

Consent Agenda
• Sept. 18, 2019 Meeting Minutes
• Final September Bills
• Preliminary October Bills
• Resolution 2019-25: Acceptance of PPL Foundation - Hearing Loop System Gift
• Resolution 2019-26: 3Q 2019 Gifts
• Closing Library Early on Dec. 6 for A Capella Night
• 2020 Holidays and Closings

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

Board Materials
There were no comments on the Board Materials

Friends of the Library Report
Mr. Hall, Treasurer of the Friends, noted the planning for the Benefit is going well, although there has been a change in the interviewer; Tracy K. Smith will now interview Zadie Smith. Mr. Hall requested
Board members volunteer as greeters at the Benefit which is sold out with 375 attendees. Ms. Slebi commented that each year the Benefit is at capacity prior to selling tickets to the general public; she asked if the Friends have considered a larger venue. Considerations about venues, pricing and attendees were discussed.

Mr. Hall noted the Book Sale preparation is running smoothly. He noted Bookstore revenues for August were approximately $11,000.

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

**Teen Representatives**
Ms. Chernik informed the teens that a new water fountain/bottle filling station has been installed on the first floor, with installation on floors two and three expected in the next few days, and the library has arranged with a contractor to install electricity in the CoLab; the schedule for installation is to be determined. The teens were pleased that the library considered and acted on the teens' suggestions.

Ms. Dodge noted that TAB received 40 submissions for their SPARK magazine, encouraging kids to drop their suggestions in a handmade decorated mailbox in Youth Services. She noted SPARK will be available in November or December and the teens will share copies with the Board.

Ms. Leonard noted that another TAB initiative is to increase its presence with teens in the area. She noted that in the past week, their social media following increased from 132 to 273 followers. Ms. Leonard noted that they are working on new events and publicizing them. The upcoming events include: a cappella Night, Indoor Snowball Fight, Aviation Day, and Trunk or Treat.

**President's Report**
Ms. Wakefield noted that Jim Hecht is finishing his tenure with the library and asked that Ms. Wakefield extend, to the Trustees, “his gratitude for the opportunity to end his interim directorship days at one of the premier libraries in the country” and to work with true professionals; he expressed great admiration and respect for the staff. Ms. Wakefield noted that Mr. Hecht offered to be a resource to the Board and the Search Committee.

Ms. Wakefield noted that although the search for the Executive Director has been suspended, the Trustees are actively involved with multiple efforts to find the absolute perfect fit for the director of this library.

**Treasurer’s Report**
Ms. Chernik referred the Board to the 3rd Quarter Budget vs. Actual Summary, noting a 96% revenue which includes the Municipality’s 4th Quarter and the Endowment and Restricted 4th Quarter. She noted that if she were to back those out, the current budget is +$11,000 whereas at this time last year the library was at -$150,000. Ms. Chernik expects the library to surpass the budget for revenue this year; expenses have been under control, and due to all of the transition and that building expenses and equipment repair were low, she expects the library to reach its target for fund balance by the end of this. She noted that the best news is that bank balances have been sustaining around $500,000.

*Oct. 16, 2019 Minutes*
Ms. Chernik noted that in the 2020 budget there will be a 4% savings (approximately $20,000-25,000) due to the State eliminating Aetna as an insurance provider.

**Fundraising Update**

Ms. Ham noted the Fall Appeal Letter is planned to go in the mail shortly. She noted they expect to reach their goal and are ahead of their projections.

**Old Business – HVAC Update**

Ms. Simon was contacted by phone. Ms. Simon referred the Board to the Bid Analysis and asked if there were any questions. There were no questions.

Ms. Simon provided a brief summary of the Bid Analysis:

- The RFB was issued on Aug. 30
- 14 bids were received on Oct. 2; one bidder withdrew
- The lowest valid bid was $489,000
- The highest valid bid was $665,905

Ms. Simon noted that the original feasibility study conducted estimated the total project cost, including soft costs, to be $750,000; the new total project cost based on the lowest bid, including soft costs and contingencies (10% contingency for construction and 10% owners contingency fee), is $647,000. She noted the library will continue to pursue the SmartStart rebates and will continue to investigate other options that may help to offset the cost.

Ms. Simon explained the next steps in the process include notifying all bidders, signing the contract, requesting a project schedule, and issuing a notice to proceed after the contract is signed.

Ms. Chernik noted the library’s 2020 capital request included additional funding in the event the project was more than estimated total project cost. The library will ask the municipality for reimbursable funds up to $50,000, if necessary.

Mr. Ginsberg moved to approve **Resolution 2019-27**: Chiller Replacement Award of Contract & Certification; Mr. Erlichson seconded the motion; the motion passed unanimously.

Ms. Chernik noted that the overall capital request to the Municipality in 2020 will be reduced by $90,000. The initial request for the Chiller Replacement project was estimated at $215,000 and was reduced to $50,000. The two-year Community Room project was combined into one year, increasing the 2020 request by $75,000.

**Old Business – 2020 Board Meeting Dates**

Ms. Wakefield tabled the decision for the 2020 Board meeting dates to November’s Board meeting. She asked the Board to consider maintaining a Wednesday evening schedule with the possibility of an earlier start time.

**New Business**

There was no new business.
Executive Session
Mr. Ginsberg moved to enter into closed session at 7:31 p.m. to discuss the Executive Director search. Ms. Miller seconded the motion. The motion passed unanimously.

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

Mr. Ginsberg moved to reconvene in open session at 8:49 p.m. No action was taken as a result of the closed session. Ms. Jang seconded the motion. The motion passed unanimously.

Open Session
The Board reconvened in open session.

Meeting Schedule/Adjournment
Ms. Slebi motioned to adjourn the meeting; Mr. Erlichson the motion. The motion passed unanimously. The meeting was adjourned at 8:50 p.m.

The next Board meeting is scheduled for November 20, 2019.