



## BOARD OF TRUSTEES MEETING MINUTES

### June 17, 2020

### Virtual Meeting via Zoom

#### In Attendance

Trustees: Barak Bar-Cohen, Robert Ginsberg, Ed Felten, Edwina Hawes, Jennifer Jang, Mayor Liz Lempert (5:26 p.m.), Ruth Miller, Yamile Slebi, Pam Wakefield

Library Staff: Erica Bess, Becky Bowers, Mimi Bowlin, Susan Chernik, Amanda Chuong, Kristin Friberg, Lisa Ham, Janie Hermann, Andre Levie, Yun-Yi Lin, Jennifer Podolsky, Karen Rackley, Hannah Schmidl, Bonnie Sprouls, Dana Treichler, Morgan Taylor, Sonja Vloeberghs, Marissa Warren

Others: Andrea Bradley (Friends), 2 members of the public (via phone)

At 5:03 p.m. Ms. Miller 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 June 14, 2020 proper notice was published on the library's website, and at 6:19 p.m. sent to the municipal clerks, the *Princeton Packet*, *Town Topics*, and *Trenton Times* and distributed to the standard distribution list.

#### Consent Agenda

- May 6, 2020 Meeting Minutes
- Final May Bills
- Resolution 2020-12: Q2 Restricted Gifts

**Approval of Consent Agenda:** Ms. Wakefield moved approval of the Consent Agenda minus the Final May Bills. Mr. Ginsberg seconded the motion. The May bills were removed from the consent agenda. There was no discussion. The motion passed unanimously.

**Approval of Final May Bills:** Ms. Chernik noted that a payment of \$5,880.00 to Preferred Mechanical was added to the Final May Bills. Ms. Wakefield moved approval of the Final May Bills. Mr. Ginsberg seconded the motion. There was no discussion. The motion passed unanimously.

#### Friends Report

Ms. Bradley noted:

- The Friends Book Sale manager, Jane Nieman, has been creative, coming up with ideas to sell books given the current situation. The Friends will be ready when they are allowed to resume book sales.
- A few spring Friend Events were held virtually, and a few will be rescheduled for next spring.

- On July 12, the Friends will host a virtual cooking event, “Sunday with Dorie” featuring Dorie Greenspan, a five-time James Beard Award winner and New York Times bestselling cookbook author.
- The Friends Council, along with the library Development Office, are working on ways to position the Beyond Words event as a virtual event.
- A more traditional evening event is being planned for the Spring of 2021; with the possibility of changing to a virtual event if necessary.

Mr. Bar-Cohen commented that he thought the Madeleine Albright/Anne-Marie Slaughter event was exceptional. Ms. Slebi agreed and said that she also enjoyed the Booklovers Luncheon featuring Dani Shapiro in conversation with Lauren Davis.

Ms. Bradley noted that although the Friends event, Lunch in Provence, that was to be hosted by Marsha Levin-Rojer generously prepared picnic lunches, that were delivered to all ticket holders, and Ms. Levin-Rojer presented a virtual tour of her art collection.

### **Public Comment**

There was no public comment.

### **President’s Report**

Ms. Miller: I want to say how proud I am of our library throughout the last several months. First of all, I am in awe of Jennifer who has risen to the challenge of managing a library after one month on the job. She has been a beacon of strength for the staff and has brought a level of professionalism to the task that has been inspirational for me. The whole staff has also been exceptional but I’m familiar with them and it is what we have come to expect. I didn’t know that Jennifer would be able to lead them right off the bat so that they have together been a truly exceptional team. They have put together a reopening plan which is thoughtful, careful, efficient and which puts safety of customers and staff as their first priority. Their standards are impeccable.

I also want to affirm our values as custodians of this library and ensure that we renew even more strenuously than before our commitment to equal access and the improvement of our community’s lives, through providing space for all voices and open dialog. As Trustees, we collectively and individually recognized the pervasive and systemic racism in our society and this must change in our country and here in our town.

For a starting point, I’m very pleased the library will be a co-sponsor of the Juneteenth Block Party at the YMCA. It’s a small beginning, but it is a beginning and we need to continue on that path.

### **Treasurer’s Report**

Ms. Chernik provided a year-to-date financial summary:

- Bank balances are maintaining around \$900k, which includes rollover fund balances of \$856k, for a net 5-month increase of \$44k.
- In reviewing the year to date revenue and expenses against the budget, we still anticipate a use of fund balance of \$170k for the year, which is slightly lower than the \$182k budgeted.
- The annual appeal numbers are strong and expected to surpass the \$100k budgeted.
- Expenses continue to be closely managed as we expect an increase in the cost for cleaning services and supplies to address current guidelines.

The use of fund balance indicated includes the anticipated cost of these additional expenses.

### **Reopening Subcommittee Report**

Ms. Jang noted that the committee (Ms. Jang, Ms. Miller, Ms. Wakefield) met with Ms. Podolsky three times and were kept informed of the progress of the reopening plan.

### **Director's Report**

Ms. Podolsky thanked Ms. Miller for her kind words and echoed her sentiments for the dedicated, creative and hard-working staff.

Ms. Podolsky noted:

- The library will offer a new service in Phase 2, the lending of mobile hotspots. There are six devices that may each be on loan for a period of two weeks, and provide up to 15 simultaneous connections with unlimited 4G LTE service.
- Despite the delay in starting the newly installed chiller, due to the technician residing in Canada, the chiller is now up and running and the air conditioning in the building is working. Thanks to Pat McAvenia and Janet Simon for their efforts in the project.
- The Trustee Institute, an informative, one-day long seminar will now be offered virtually.
- The Trustees website has a new look and includes information on Trustee training. Ms. Podolsky reminded the Trustees to report any training hours to Ms. Rackley.

### **Foundation Report**

Lisa Ham presented the Foundation Report as submitted by David Hill, Foundation Board President:

- The current state of the endowment recovered nicely along with the overall stock market upturn in recent weeks.
- The current value of the account at Fidelity is slightly over \$12.6 million. About \$1.2 million of that is in cash or cash equivalents.
- We never know the current value of our account at PACF because of their delayed reporting, but that account should be worth roughly 10% of the value of the Fidelity account. So if that's about right, the total current value of the endowment is around \$13.86 million.
- The full 2020 distribution to the library already has been paid out to the library a few weeks ago, the value of the overall endowment and also our current cash balance make us well-positioned to be able to make a regular full distribution of funds to the library as a part of next year's operating budget.

### **Fundraising Update**

Ms. Ham shared comparisons of fundraising YTD compared to last year at this time (see attached), noting that the amount of donations is higher than last year as is the number of donors.

Ms. Miller noted she has received many positive comments about Ms. Oster, and wanted to thank Ms. Ham, Ms. Frost and Ms. Oster for their efforts.

### **COVID-19 Reopening Plan – Approval of Phases 1 and 2**

Mr. Ginsberg moved approval of Phases 1 and 2 of the Reopening Plan. Ms. Miller seconded the motion. Following the discussion of the Reopening Plan as listed below, the motion passed unanimously.

Ms. Podolsky referred the Board to the COVID-19 Reopening Plan provided in the meeting packet. She noted although the library identifies six phases in its working draft, the plan being presented is a

condensed version that does not include the procedural and operational specifics and focuses only on Phase 1 (Returns - of over 20,000 items that require 72-hour quarantine) and Phase 2 (Contactless Circulation which includes wireless hotspot lending), with a brief view of the expectations following these two phases.

There was discussion on each of the phases including training for staff, opening of book drops, quarantining, and circumstances that would cause us to return to a previous phase. Ms. Lempert noted that the state has been issuing guidance on openings and the Princeton Health Department has been working closely with the library. Ms. Podolsky's noted that the library will take guidance from state and local officials as well as from recommendations by library organizations.

#### **Revisions to Policy and Procedures Manual**

Ms. Podolosky referred the Board to the revisions to the Policy and Procedures Manual. She noted that several permanent changes were made to the Manual that allow broader operational practices rather than creating temporary changes specific to the current situation. As part of the phased reopening plan, code of conduct changes that reflect behavior in the library will be amended for the phase that focuses on the public being allowed back in the building.

Mr. Bar-Cohen suggested including language that includes complying with state and local officials as well as following guidance from state library organizations.

Ms. Podolsky noted that revisions to the Code of Conduct, which addresses behavior within the library, will be made prior to Phase 3 which will allow the public in the building.

Mr. Ginsberg moved approval of the revisions to the Policy and Procedures Manual, pending an amendment that includes a reference to state and local officials, and to state library organizations. Ms. Wakefield seconded the motion. The motion passed unanimously.

#### **Revisions to Employee Handbook**

Ms. Podolosky referred the Board to the revisions to the Employee Handbook that are reflective of the COVID situation.

Ms. Wakefield moved approval of the revisions to the Employee Handbook; Mr. Ginsberg seconded the motion. There was no discussion. The motion passed unanimously.

#### **Meeting Schedule/Adjournment**

Mr. Bar-Cohen motioned to adjourn the meeting; Ms. Wakefield the motion. The motion passed unanimously. The meeting was adjourned at 6:11 p.m.

The next Board meeting is scheduled for July 15, 2020.