



BOARD OF TRUSTEES MEETING MINUTES July 22, 2020

In Attendance

- Trustees: Barak Bar-Cohen (left 5:42 p.m.), Robert Ginsberg, Edward Felten, Edwina Hawes, Jennifer Jang, Mayor Liz Lempert, Ruth Miller, Yamile Slebi (joined 5:14 p.m.), Pam Wakefield
- Library Staff: Erica Bess, Becky Bowers, Mimi Bowlin, Susan Chernik, Amanda Chuong, Susan Conlon, Kristin Friberg, Lisa Ham, Janie Hermann, Andre Levie, Emily Mervis, Janice Painter, Jennifer Podolsky, Tim Quinn, Caroline Quinones, Karen Rackley, Lakshmi Ramesh, Hannah Schmidl, Bonnie Sprouls, Morgan Taylor, Sonja Vloeberghs, Marissa Warren
- Others: Andrea Bradley (Friends), David Hill (Foundation), Seva Kramer

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 July 10, 2020 proper notice was posted in the library, published on the library's website, and at 2:11 p.m. sent to the municipal clerks, the *Princeton Packet*, *Town Topics*, and *Trenton Times* and distributed to the standard distribution list.

Consent Agenda

- June 17, 2020 Meeting Minutes
- Final June Bills
- Preliminary July Bills
- Resolution 2020-13: Acceptance of Gift
- ~~Resolution 2020-14: Managed Network Services – Shared Services Agreement~~
- ~~Resolution 2020-15: Network Technical Support Specialist – Shared Services Agreement~~

Approval of Consent Agenda: Mr. Ginsberg moved approval of the Consent Agenda minus Resolutions 2020-14 and 2020-15. He recused himself from voting on these two resolutions as he operates in a supervisory role for the departments that provide the services mentioned in each of these agreements. Ms. Lempert recused herself from voting on these two resolutions. Ms. Wakefield seconded the motion. The resolutions were removed from the consent agenda. There was no discussion. The motion passed unanimously.

Approval of Resolution 2020-14 and 2020-15: Ms. Wakefield moved approval of Resolutions 2020-14 and 2020-15. Mr. Felten seconded the motion. There was no discussion. The motion passed unanimously; Mr. Ginsberg and Ms. Lempert stand recused.

Board Materials

Ms. Podolsky mentioned the Board Materials included in the Board packet. There was no discussion on the included materials.

Friends of the Library Report

Ms. Bradley noted the Friends gave the library a \$25,000 gift; \$75,000 less than usual, but they are glad they are able to give something. The Friends have been working with Janie Hermann and HarperCollins for the virtual Beyond Words benefit which will be three events sold in a series (three books with three links): David Remnick, Henry Finder and Elizabeth Colbert (November); Bakari Sellers (December); and Kate Brower Anderson (January). The Friends are working with local restaurants to possibly offer curbside pickup for the events, and arranging smaller receptions with the speakers.

The Friends hosted an online Evenings with Friends event, Cooking with Dorie Greenspan; they are working on additional events, expecting virtual events for the fall and winter.

When the library reopens in Phase 3, Ms. Bradley noted that the Friends are ready to open the Bookstore on an appointment basis.

Foundation Report

Mr. Hill noted the value of the endowment investments as of July 2, 2020 were approximately \$14.3 million. He noted that the Foundation received a \$55,000 gift to the endowment from a very generous donor.

Public Comment

There was no public comment.

President's Report

Ms. Miller remarked how lucky the library is to have a hardworking talented staff preparing to open the library for Phase 3. She noted that although the town has started to re-open with outdoor dining and limited access to some stores, the Governor is suitably cautious as is the Princeton Health Officer, Jeffrey Grosser. Ms. Miller hopes that Mr. Grosser can speak to us at a trustees meeting, once we are at a less critical stage. Ms. Miller thanked Ms. Jang and Ms. Wakefield for participating in the Reopening Subcommittee, and to the Friends for the successful virtual event with the chef Dorie Greenspan which drew a good attendance, including our former Executive Director, Leslie Burger. She congratulated Ms. Ham on doing a great job under very tough circumstance, encouraging many former and new donors to support the library, and thanked the entire Board for keeping the library at the forefront of their thoughts by sending ideas, energy and maybe even an occasional check to support this critical Princeton institution.

Treasurer's Report

Mr. Bar-Cohen thanked Ms. Podolsky and Ms. Chernik and noted he was impressed by their diligence and leadership.

Ms. Chernik noted that the library is in as good a position as it can be at this time, noting that \$86,000 has been received and deposited from the Annual Appeal. She noted that the library has spent \$10-15K in costs directly related to the health and safety of the staff and public due to COVID-19. Ms. Chernik hopes for a flat budget for 2021; however, the library will be prepared if there needs to be cuts. She noted the Finance Committee was meeting at the end of August.

Subcommittee Report

Ms. Jang noted that the BOT Reopening Subcommittee met twice since it was formed and that Ms. Podolsky has kept the subcommittee informed on the reopening plans.

Director's Report

Ms. Podolsky reminded the Trustees to provide Ms. Rackley with any hours spent on professional development for Trustees.

The chiller, Ms. Podolsky noted, had one incident in the past month and that Janet Simon, project manager for the chiller, indicated that she is in the close-out phase of the project with a certificate of completion expected to be issued by the end of the month.

Phase 2 of Reopening has seen 16,000 of 20,000 items returned with 2287 items checked out, noted Ms. Podolsky. She told the board that she and the staff are constantly re-evaluating services and the library hope to add Thursday evening hours. She noted that the lending of wireless hotspots started today.

Fundraising Update

Ms. Ham noted the Development Office is continuing their efforts on fundraising; the Annual Appeal has raised close to \$100K; the library received a Mary Owen Borden grant for \$5,218 that will fund the program "The Book U Get" for underserved teens. She noted her office is continuing to work on the Beyond Words benefit and are preparing for the fall annual appeal, as well as the Friends and Foundation united campaign.

Reopening Plan – Approval of Phase 3

Ms. Podolsky noted that Phase 1 and 2 are going well and staff are adapting as necessary. She noted that Phase 3 includes: a browse-and-go service for materials as the library continues to offer virtual service and hold pickups; open hours from 9 a.m.-1 p.m., Monday –Saturday. Ms. Podolsky noted that there will be no seating in the library and visitors will be encouraged to make their visit brief. There are safety protocols in place, and sanitization stations set up throughout the library; hours and staffing levels will continue to be assessed. Ms. Podolsky will send the Phase 3 plan to the Princeton Health Officer for review.

Mr. Ginsberg moved approval of Phase 3 of the library's Reopening Plan. Ms. Slebi seconded the motion. The motion passed unanimously.

Temporary Code of Conduct

Ms. Podolsky referred the Board to the Temporary Code of Conduct included in their meeting packet. She explained that the temporary code was supplemental to the existing code of conduct, and included behavioral code necessary during the health crisis.

Mr. Felten moved approval of the Temporary Code of Conduct; Ms. Wakefield seconded the motion. The motion passed unanimously.

Meeting Schedule/Adjournment

Mr. Ginsberg motioned to adjourn the meeting; Ms. Jang seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:50 p.m.

The next Board meeting is scheduled for August 19, 2020.