



## BOARD OF TRUSTEES MEETING MINUTES January 19, 2022

### In Attendance

Trustees: Edward Felten, Robert Ginsberg, Carol Kelley, Eve Niedergang, Stephanie Oster, Yamile Slebi, Chris Van Buren, Pam Wakefield

Library Staff: Lisa Belshaw, Erica Bess, Becky Bowers, Susan Chernik, Addie Gordon, Janie Hermann, JiHae Ju, Andre Levie, Jennifer Podolsky, Karen Rackley

Teen Reps: Mitalee Pasricha, Emily Saunders, Eleni Staikos, Gavin Yang

Others: Andrea Bradley (Friends and Foundation), 8 members of the public

At 6:01 p.m. Mr. Ginsberg called the meeting to order and announced that in accordance with the requirements of the Open Public Meetings Act and State regulations governing remote public meetings, adequate and electronic notice of this meeting were provided (on Jan. 14), to the Municipal Clerk, Princeton Packet, Town Topics and Trenton Times, posted in the library, on the library's and municipality's websites, on the door of the library's main public entrance, and distributed to the standard distribution list. Mr. Ginsberg stated that because of the state of emergency in NJ regarding COVID-19, the meeting was being held via Zoom and indicated where on the library's website the public could find the meeting agenda, the instructions for accessing the meeting and for making public comment prior to and during the meeting. Mr. Ginsberg included standards of conduct to be followed by members of the public making comments. Mr. Ginsberg explained the audio muting function for those providing public comment via computer, mobile device and telephone.

**Election of 2022 BOT Officers:** Ms. Wakefield, Chair of the Nominating Committee, moved approval of the slate of officers presented at the December Board Meeting: Robert Ginsberg, President; Ed Felten, Vice President; and Chris Van Buren, Treasurer. Ms. Niedergang seconded the motion. There was no discussion. The motion passed unanimously.

The Board members and panelists (those on video) introduced themselves.

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

- Dec. 15, 2020 Meeting Minutes
- Final December Bills
- Preliminary January Bills
- Resolution 2021-24: Cancellation of Unexpended 2021 Appropriation Reserves
- Resolution 2021-25: Acceptance of Designated Gifts and Grants Q4 2021
- Resolution 2022-01: Cash Management Plan

- Resolution 2022-02: Bank Account Signatures
- Resolution 2022-03: Vendor Contracts
- Resolution 2022-04: Library Attorneys
- Resolution 2022-05: Library Auditors
- Resolution 2022-06: Open Public Meetings Act
- Resolution 2022-07: Official Newspapers
- Resolution 2022-08: Temporary Operating Budget
- Resolution 2022-09: Adopting Remote Meeting Procedures
- Resolution 2022-10: Approval for Allocation of General Fund Balance

**Board Materials:** Mr. Ginsberg referred to the Board Materials included in the Board packet (Monthly Report, Monthly Statistics, 2021 Statistics Report and Additional Quotes for Products and Services – 4th Qtr, 2021). There was no discussion on the included materials.

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

**Staff Spotlight:** Mr. Ginsberg introduced Addie Gordon. Ms. Gordon explained her role as the Development Administrator; she supports the Development Office and the Friends and Foundation organization. Ms. Gordon noted that her conversations with donors typically include a discussion about the donors’ and Ms. Gordon’s love of the library. Ms. Gordon came to the library several years ago while working on her dissertation for her doctorate in art and architectural history.

**President’s Report:** Mr. Ginsberg noted he is looking forward to his new role as President.

**Committee Reappointments:** Mr. Ginsberg noted the committee chairs: Ms. Hawes, Bylaws and Policies; Mr. Van Buren, Finance; Ms. Wakefield, Strategic Planning; and Ms. Wakefield as liaison to the Friends and Foundation. Mr. Ginsberg noted the following committee members: Mr. Felten, Ms. Oster and Ms. Hawes – Bylaws and Policies; Mr. Felten and Mr. Van Buren – Finance; Ms. Niedergang and Ms. Wakefield – Strategic Planning. He noted the Bylaws will be reviewed this year and updated as required.

**Friends and Foundation Report:** Ms. Bradley noted that she and Rosalind Muir are co-chairs of the Friends and Foundation organization. She noted the following: they held their first meeting last night; the Friends organization was able to give an additional \$50,000 to the library which will be distributed based on needs determined by Ms. Chernik and Ms. Podolsky; the Book Lovers Luncheon is to be held at Jasna Polana on May 12; and the Friends of Princeton Public Library will be recognized by the town Council on Monday, Jan. 24.

**Teen Representatives Report:** The teens noted the Teen Advisory Board is working on Teen Life Hacks – short how-to videos (e.g., baking, play guitar, crafts) to be posted on the Instagram page; they’ve created a list of engaging video ideas; the TAB podcast, “Keeping TABs” is returning with hosts Lily and Sophie and has two upcoming podcasts: Kate Williams and Megan McCafferty; TAB has been working on their annual online Instagram bracket where votes are cast each week between two popular books, movies, or songs from 2021.

**Treasurer’s Report:** Ms. Chernik noted the Finance Committee has not yet met to discuss 2021-year end results. She referred the Board to the resolution in their packet that indicated transferring \$100k general fund balances to building and technology capital projects; it is estimated that for year-end, \$75K will be ~~was~~ added to the General Fund Balance and \$25K added to Public Fund Balances. She noted the end of year results will be presented after discussion with the Finance Committee.

**Fundraising Report:** Ms. Belshaw noted the annual appeal in 2021 reflected the community's love for the library. She noted there were an historic number of \$1,000 gifts for more than \$196,000; the Bridge the Divide campaign reached its goal with an additional 60 gifts for \$8,600; Library Giving Day had 42 gifts for approximately \$11,000 and Giving Tuesday had 83 gifts for nearly \$12,000.

**Director's Report:** Ms. Podolsky noted when other libraries and businesses have closed due to the current COVID situation, we have been fortunate to be able to stay open. She noted the following: we've been reinforcing mask wearing in response to the mask mandate in Princeton; in-person adult programming is being considered on a case by case basis, while children's programming has been paused; and meeting room rentals have resumed.

Ms. Podolsky noted on Sunday, we will launch the Library of Things which includes new circulating non-traditional materials such as a smart projector kit, mobile internet kit, Chromecast kit, emergency preparedness kit, and nature backpacks; not yet ready for circulation but coming soon are binoculars, emergency weather radios and portable power supplies.

On Library Journals list of star libraries (data taken from 2019), for the sixth year in a row, we received 5 out of 5 stars and were the only library in NJ to do so, noted Ms. Podolsky.

Ms. Podolsky noted the library has been receiving positive feedback for the elimination of fines and fees for children's materials and thanked the Friends again for their generous parting gift.

Ms. Podolsky met with the library's strategic plan consultant, Allison Trimarco, for an update: all responses from the board and staff have been collected; individual interviews with community members have concluded and the next steps are to create a community survey with input from the Strategic Planning Committee.

**Revisions to Policies and Procedures Manual: Removing Fines and Fees - Children's Material** – Ms. Podolsky noted that following the Board's decision to eliminate the fines and fees from children's materials, the Policies and Procedures Manual requires notification of such change.

Ms. Niedergang moved approval of the revisions to the Policies and Procedures Manual as noted in the documentation included in the Board packet; Ms. Wakefield seconded the motion. There was no discussion. The motion passed unanimously.

**Resolution 2022-11 Award of Building Cleaning Services Contract:** Ms. Chernik noted that the Building Cleaning Services Request for Bids received responses from two bidders. Princeton Building Maintenance was the lowest responsive and responsible bidder. Ms. Chernik proposed the Board award a two-year contract, with an option to renew for two years, to Princeton Building Maintenance.

Mr. Van Buren moved approval of the to award the Cleaning Services Contract to Princeton Building Maintenance; Ms. Oster seconded the motion. There was no discussion. The motion passed unanimously.

**Board Comment:** Ms. Wakefield suggested a banner to recognize the library as a 5-star library. There was discussion about how to advertise our library as having received this award. Ms. Bess noted that we were the highest-scoring library in the nation for our budget category.

Mr. Ginsberg noted that as a best practice, toward the end of the year, the library will solicit quotes from attorneys for the following year. He noted that when the library does solicit quotes, it is not that we are displeased with the attorneys, only that the Board commits to being good stewards of library

funds. Ms. Chernik noted that quotes for auditors are solicited every four years; the quotes include any increase in cost for the four years. Ms. Chernik noted that although the management team remains the same, the library requests the auditing team be changed each year.

**Proposed Agenda Items:** There were no proposed agenda items.

Meeting Schedule/Adjournment: Ms. Wakefield motioned to adjourn the meeting; Mr. Van Buren seconded the motion. The motion passed unanimously. The meeting was adjourned a 6:46 p.m.

The next Board meeting is scheduled for February 16, 2022.