



## BOARD OF TRUSTEES MEETING MINUTES

### Sept. 18, 2024

#### In Attendance

Trustees: Holley Barreto, Kushanava Choudhury, Robert Ginsberg, Jeffrey Liao, Eve Niedergang, Stephanie Oster, Keisha Smith-Carrington, Sebnem Tuzun, Chris Van Buren

Library Staff: Erica Bess, Laura Bishop, Susan Chernik, JiHae Ju, Kaylie Keesling, Jennifer Podolsky, Karen Rackley, Sonja Vloeberghs

At 6:01 p.m. Mr. Ginsberg called the meeting to order and announced that pursuant to the provisions of the Open Public Meetings Act, notice of this meeting was provided as part of the annual schedule of meetings to the municipal clerk, Princeton Packet, Town Topics and Trenton Times on Jan. 24, 2024. The notice was posted in the library, on the library's and municipality's websites and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the library's Administration Office.

**Approval of Consent Agenda** – Ms. Tuzun motioned to approve the Consent Agenda; Ms. Barreto seconded the motion. There was no discussion. The motion passed unanimously.

- July 17, 2024 Meeting Minutes
- Aug. 8, 2024 Emergency Meeting Minutes
- Final July Bills
- Final August Bills
- Preliminary September Bills
- Resolution 2024-22: 2024 Operating Budget Amendment

**Board Materials** – There was no discussion on the included Monthly Director's Report.

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

**Staff Spotlight** – Ken Richardson is this month's staff spotlight. Ms. Podolsky introduced Mr. Richardson, who has been working at the library since 2013. She asked Ms. Vloeberghs to provide a further introduction, who said that Mr. Ken (as they refer to him in Lending Services because of his interactions with the visiting kindergarteners) always keeps his calm and provides the best customer service. Mr. Richardson noted that he works with the visiting school groups, showing them the behind the scenes of book returns and how to check in books and other library materials. He helps each child check in an item and jokingly tries all kinds of non-library items to check in (e.g., staplers, keyboards, tape dispensers). He helps customers find items on the shelves which can be challenging at times when collections have been moved. Mr. Richardson noted he was a music editor for Sound & Vision magazine before coming to the library. When asked whether his current preference is for CDs or vinyl, he stated that he finds CDs to be more accurate.

**President's Report** – Mr. Ginsberg acknowledged the passing of Bernie Miller who has been a library supporter and advocate for many years.

**Friends and Foundation Report** – Ms. Keesling noted the endowment is \$17.88 million, the annual book sale starts on Friday, Sept. 20, and Beyond Words is one month away and will have a paddle raise to raise money for the Steam Studio.

**5G Cell Antenna Committee Report** - Mr. Van Buren noted that there was a meeting with representatives from Council, the communications company and the library (Mr. Garrison, Mr. Hillier and Ms. Simon, Ms. Podolsky) at which they reviewed the possible locations of the equipment. The group agreed upon the placement of the equipment box which contains computer servers and the placement of the generators that power the servers. Neither of these components will have visible sightlines from the street. There are three different placements for the antenna under consideration.

**Employee Appreciation Committee Report** – Ms. Tuzun thanked the trustees for their generous donations for the upcoming employee appreciation event. Ms. Tuzun and Ms. Podolsky will discuss dates.

**Finance Committee Report** – Mr. Liao noted the Finance Committee met and discussed the 2025 Operating Budget, the use of fund balance and rising costs. He noted the library will ask the municipality for a 5% increase.

**Nominating Committee Report** - Ms. Niedergang noted the committee hopes to meet at the end of Sept./beginning of Oct. and decide on a slate of officers to present to the board at their November meeting with a vote taken at the December meeting.

**Policy Committee Report** – Ms. Oster noted that the committee did not meet, but will present the updated bylaws to the trustees in November.

**Fundraising Report** – Ms. Keesling noted that Amelia Elwin is now a full-time senior associate in the development office and they are in the process of hiring a part-time development assistant to help with administrative tasks. The annual appeal is currently at \$156,000, just about double from last year at this time.

**Director's Report** – Ms. Podolsky noted a few behind the scenes happenings, an upcoming program and an upcoming retirement:

A blue book bin, not a PPL book bin, appeared on Spring Street. Ms. Podolsky contacted the property manager of the site who claims they do not know where it came from. The vendor of the bin was contacted and will remove the bin and return any library books that may have been dropped in the box.

A faulty smoke detector, that required library evacuations two times in one day, has been fixed. Staff followed emergency procedures protocols during each incident and evacuated all library visitors.

Prior to a Dancing Under the Stars event, there was a medical emergency on Hinds Plaza. Library staff were able to use the sound system to request immediate assistance. A doctor dining nearby attended to the person who was taken to the hospital and is now recovering.

Stand With the Banned Read-Out, a banned books week event, will be held on Monday at 4 p.m. at which community leaders, authors and advocates of all ages will read from banned books.

Finance Director, Susan Chernik, will be retiring at the end of the year. Ms. Podolsky thanked and congratulated Ms. Chernik for her 10 years of service to the library.

**5G Cell Antenna Discussion** - see 5G Cell Antenna Committee Report.

**Dec. 12, 2024 Library Closure** - Ms. Tuzun motioned to close the library on Thursday, Dec. 12, 2024 for staff development day. Ms. Oster seconded the motion. The motion passed unanimously.

**2025 Proposed Operating and Capital Budgets** - The board agreed to send the 2025 proposed operating and capital budgets as presented in the board packet to the Municipality for consideration.

**Board Comments** - Ms. Chernik will provide the details of the spring and fall library planter installations to Ms. Tuzun who may have someone to commit to this project.

**Proposed Agenda Items** - Mr. Choudhury asked that updates be provided as a follow up to the strategic plan update from March.

Keisha Smith-Carrington asked that information be shared about the Latino Poetry event on Sept. 30.

**Meeting Schedule/Adjournment** – Ms. Barreto motioned to adjourn the meeting; Ms. Oster seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:21 p.m.

The next Board meeting is scheduled for Wednesday, Oct. 16, 2024.