



BOARD OF TRUSTEES MEETING MINUTES

May 21, 2025

In Attendance

Trustees: Holley Barreto, Kushanava Choudhury, Robert Ginsberg, Jeffrey Liao, Stephanie Oster, Keisha Smith-Carrington, Sebnem Tuzun, Chris Van Buren
Library Staff: Laura Bishop, Kim Dorman, Jennifer Podolsky, Karen Rackley, Sonja Vloeberghs
Teen Reps: Nina Feder

At 6:01 p.m. Mr. Van Buren 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. 3, 2025. 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 – Mr. Ginsberg motioned to approve the consent agenda. Ms. Smith-Carrington seconded the motion. There was no discussion. The motion passed unanimously.

- April 23, 2025 Meeting Minutes
- Final April Bills
- Preliminary May Bills

Board Materials – Mr. Van Buren referred to the board materials included in the board packet: Monthly Director's Report, Monthly Statistics. There was no discussion on the included materials.

Public Comment – Ms. Dorman noted that David Matthau, reporter for WHYY, was in the library lobby all day as part of WHYY Pop Up Newsroom (during which listeners could share feedback about the station's coverage, issues they care about and stories they want to hear). Ms. Dorman said he was completely amazed at the breadth of humanity that comes through the library's doors, commenting that "absolutely everyone" comes into this building.

President's Report – Mr. Van Buren thanked the staff for all they do. He noted that he attended a Library Trustee Training Program that was hosted by Douglas Zucker (one of PPL's attorneys and also now the attorney for NJLA).

Friends and Foundation Report – Ms. Barreto noted:

- The Friends & Foundation met on 5/19.
- Book sale numbers continue to be strong, sales are up about 10% from last year; numbers are detailed in the Director's Report included in the board packet .
- The decentralized Beyond Words format that was new this year is working well with a significant reduction in costs resulting in a higher net amount raised (about half of the net goal has been raised for the year). There is a sold out event with cookbook author Melissa Clark next month,

and two more author events in the fall. Planning is in progress for a big event in the fall and in January. The primary need for BW at this point is for corporate sponsorships. If you have connections or ideas, reach out to Kaylie Keesling.

- The search has started for board members for the class of 2026. F&F is specifically looking for candidates who are comfortable with fundraising and hosting, or candidates who have financial skills in audits, accounting and/or treasury management. Please let Ms. Barreto know if you have any names you'd like to put forward.
- The endowment total currently is \$17,578,580.

Teen Representative's Report – Nina Feder re-introduced herself noting she is a graduating senior at The Pennington School and will be going to Georgetown University in the fall. She noted she has been a TAB member for four years and a lifelong library patron.

Ms. Feder noted TAB and the municipal teen board collaborated on Teens Take a Stand which focused on education and awareness with the rise of AI, teaching critical thinking skills and ways to identify accurate information. She noted TAB volunteered 280 hours this year and held their last meeting; they will have a good-bye party in June.

Finance Committee Report – There was no report.

Personnel Committee Report - There was no report.

Policy Committee Report – Mr. Ginsberg noted the committee met to discuss the Princeton Public Library Community Partnership & Sponsorship Memorandum of Understanding which is an attachment in the Policies and Procedures Manual. The committee discussed the MOU and its nonexecution due to its specific wording which is not applicable to all library programs. The committee agreed to recommend, to the board, the removal of this attachment from the Policy and Procedures Manual.

Strategic Oversight Committee - There was no report.

Fundraising Report – Ms. Barreto noted that all trustees should receive an email from the development director with instructions on scheduling fundraising training in June. The April Fill the Stack goal of \$50,000 was met. The development office expects to meet or exceed the \$350,000 annual appeal goal. The development office has a new development associate, Jennifer Volfson.

Director's Report – Ms. Podolsky noted that the May BoardBUZZ is on the board website. She mentioned both the PACF grant and the REV250 grant that the library received. Ms. Podolsky noted that construction has begun on the Myra and Van Williams Spark Lab. Although the start was a bit later than anticipated, the opening is still expected in the fall with a yet to be determined event to celebrate the opening. Ms. Podolsky noted the 2024 audit started yesterday; the library has a new auditing group this year - they expect to present the audit at the June 18 meeting.

Ms. Podolsky noted the 2026 operating budget process will begin in June with input from the finance director, Ms. Podolsky and the department heads/managers.

Unfinished Business – None.

Resolution 2025-17 - Mr. Ginsberg moved to approve Resolution 2025-17: Approval of 2025 Capital Budget; Ms. Oster seconded the motion. There was no discussion. The motion passed unanimously.

Policy and Procedures Manual Revision - Mr. Ginsberg moved to approve the removal of Attachment 3: Princeton Public Library Community Partnership & Sponsorship Memorandum of Understanding from the Policy and Procedures Manual; Ms. Oster seconded the motion. There was discussion about its removal. Mr. Ginsberg reiterated the Policy Committee's recommendation that the MOU be removed due to the unmanageability of the agreement for all programs and its nonexecution due to wording that is not applicable to all programs. There was discussion about program agreements. The motion passed unanimously.

Board Comments – There were no comments.

Proposed Agenda Items – Mr. Choudhury inquired as to the measurement of the \$11,000 Summer Initiatives grant. There was discussion about the grant, library programs and the measurement of each. A discussion of library programs, their outcomes and evaluation will be added to June's agenda.

Closed Session – At 7:04 p.m., Mr. Ginsberg motioned to move into closed session to discuss personnel matters which include an employee's performance. Ms. Oster seconded the motion. The motion passed unanimously. The trustees met in closed session. Mr. Choudhury left the meeting at 8:25 p.m. The matter discussed will be made public when the need for confidentiality no longer exists.

Open Session - At 8:54 p.m., Mr. Ginsberg motioned to return to open session; Ms. Smith-Carrington seconded the motion. The motion passed unanimously. No action was taken as a result of the closed session.

Meeting Schedule/Adjournment - Mr. Ginsberg motioned to adjourn the meeting; Ms. Smith-Carrington seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:55 p.m.

The next Board meeting is scheduled for June 18, 2025.