



## BOARD OF TRUSTEES MEETING MINUTES

### July 15, 2025

#### **In Attendance**

Trustees: Holley Barreto, Kushanava Choudhury, Robert Ginsberg, Mayor Mark Freda, Jeffrey Liao, Stephanie Oster, Keisha Smith-Carrington, Chris Van Buren

Library Staff: Erica Bess, Laura Bishop, William Chong, Kim Dorman, JiHae Ju, Jennifer Podolsky, Karen Rackley, Sonja Vloeberghs

At 6:05 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.

- June 18, 2025 Meeting Minutes
- Final June Bills
- Preliminary July Bills
- Resolution 2025-18: Q2 Restricted Gifts
- Resolution 2025-19: Increase Bid and Quote Threshold

**Board Materials** – Mr. Van Buren mentioned the board materials included in the board packet. There was no discussion on the included materials: Monthly Director's Report, Monthly Statistics - June 2025, Quotes for Products and Services - 2Q 2025, Budget vs Actual - 2Q 2025.

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

**President's Report** – Mr. Van Buren thanked the staff for making the library a destination for all.

**Friends and Foundation Report** – Ms. Barreto noted that the Friends and Foundation do not have meetings over the summer, but they have been planning fall activities. She asked trustees to save Oct. 27, for author Mary Roach.

**Finance Committee Report** - Mr. Liao noted that the Finance Committee met on Monday to discuss the budget vs. actual and there are no concerns to note.

There were no reports for the Personnel, Policy or Strategic Oversight Committees.

**Fundraising Report** - Ms. Barreto noted that fundraising efforts are focused on planning events. Talking points will be sent out from Ms. Keesling to the trustees. The Annual Appeal is at \$128,507 which is on

par with last year and on track to meet the \$350,000 goal. The development office submitted three grant proposals in June with funding totaling \$89,000, most of which will be related to the Spark Lab.

**Director's Report** - Ms. Podolsky shared information from the BoardBUZZ with the trustees mentioning the upcoming RFP for Cafe Services in the library, a collaboration with Princeton Nursery School with the library providing technology education classes to the families of the students at the school, a WHY? pop-up newsroom at the library, the summer reading wrap-up party, a staged concert performance of Einstein's Begonia, author Daniel Pollack-Pelzner on Sept. 15 and that the 2024 Annual Report is available.

**Special Presentation** - Erica Bess, Assistant Director, presented "Evaluating Library Programs at PPL" to the trustees. She shared information about how the library decides on and evaluates programs at the library.

There was no unfinished business, correspondence, new business, board comment or proposed agenda items.

**Closed Session** - At 7:13 p.m., Mr. Ginsberg motioned to enter into closed session to discuss an employee's performance evaluation; Ms. Smith-Carrington seconded the motion. The motion passed unanimously. At 7:19 p.m., the board met in closed session. No action was taken as a result of the closed session.

**Open Session** - At 8:49 p.m. Ms. Smith-Carrington motioned to end the closed session and enter into open session; Mr. Ginsberg seconded. The motion passed unanimously.

**Adjournment** - Mr. Ginsberg motioned to adjourn the meeting; Ms. Smith-Carrington seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:50 p.m.

The next Board meeting is scheduled for August 20, 2025.