

Lambertville Free Public Library Trustee Meeting

Tuesday, April 11, 2023, at 7:00 p.m.
6 Lily Street, Lambertville, N.J., and via Zoom

AGENDA

The meeting was called to order by Board President Karen Riedeburg at 7:06 p.m.

Roll Call and Pledge of Allegiance

Present: Albert Bauer, Amy Connelly, Kathleen Jones Harris, Matthew Larkin, Mayor Andrew Nowick, Karen Riedeburg, and Library Director Jen Sirak.
Absent: Manisha Agarwal, Stephanie Volmer, Kate Winslow, and Ricardo Zapata.

Approval of Meeting Minutes

A motion was made by Karen Riedeburg and seconded by Albert Bauer to approve the minutes of the March 14, 2023, meeting. The motion was approved.

Treasurer's Report and Approval of Current Bills

The bill list was presented with two additions to the lists submitted in advance of the meeting: a bill from Kencor for an elevator inspection (\$141.26) and a bill from the *Trenton Times* for an Open Public Meeting Law Notice (\$2.12). The total amount of bills to be paid was \$7,058.77. Karen Riedeburg made a motion to pass a resolution to pay the bill list as amended in the amount of \$7,058.77. The motion was seconded by Albert. Albert Bauer, Kathleen Harris, Matthew Larkin, Mayor Nowick, and Karen Riedeburg voted "yes." There were no "no" votes and thus the resolution was approved.

Albert reported that because the library's 1st quarter funding from the city will not arrive until April 23rd he had to do a capital funds transfer to cover payment of these bills. The money will be transferred back into the capital fund once the 1st quarter payment from the city is received.

Albert also reported that he is hesitant to transition to electronic bank statements because only six months of statements will be available to him online. He would prefer to have access to a full year's worth of statements.

Jen reported that she reached out to Comcast and they have agreed to adjust the library's billing. Going forward there will be a cost savings of \$30/month and even with that reduced rate our transmission speed will increase.

Director's Report

Jen reviewed plans for the ILMS/NJ State Library visit on April 18th. In preparation for this visit, the Board made plans to help with landscaping tasks and with cleaning the interior of the library.

The Board discussed gifting *The Beacon* microfilm to Princeton University. Princeton will catalog it and make it available world-wide through World Cat. If LFPL ever needs the microfilm for some reason we can borrow it back. Karen made a motion to approve gifting *The Beacon* to Princeton University and Albert seconded the motion. Albert Bauer, Amy Connolly, Kathleen Harris, Matthew Larkin, and Karen Riedeburg voted “yes.” There were no “no” votes and the resolution was approved.

Jen noted that Princeton does not want the microfilm cabinet, reader, or printer; they suggested we try to sell these items on e-Bay. Karen volunteered to look into this; Jen will also check with some colleagues to see if another library might want these items.

Jen reviewed the other topics covered by her monthly report. She added information about plans to reconfigure the library’s staffing as a result of several vacant positions. Her plan is to turn three part-time positions into one full-time position and one part-time position.

Committee Reports

- Building and Grounds – Nothing to report.
- Community Outreach

Jen said she has invited the committee to offer a couple of programs over the summer (in the absence of an adult programming staff member).

- Finance

Albert stated that he thinks the Board needs to develop additional online fundraisers. Discussion followed. Amy suggested that the Strategic Planning Committee and the Community Outreach Committee could work together to create a plan/schedule for future fundraisers.

- Policy

Karen reported that the committee made changes to the Computer Use and Internet Policy based on things she learned at a NJLTA workshop on legal issues. A motion to approve the updated policy was made by Karen and seconded by Albert. The motion was approved.

A motion to approve a Safe Child Policy was made by Karen and seconded by Albert. The motion was approved.

Approval of the Social Media Policy will be on the agenda for the May meeting.

- Strategic Planning

Amy has a draft of the new strategic plan in process. She is hoping to get it to the committee for their review soon and then to the Board for its consideration at the June

meeting. She is still considering how to include community input into the plan. The new plan takes effect in January 2024.

- **MOU (ad hoc)**

Karen summarized the process of developing the document that was before the Board for its consideration. Thanks were expressed to Mayor Nowick for working to help the library and the city reach a shared understanding of who is responsible for what. Mayor Nowick in turn expressed his appreciation for the Board's work on the document.

Karen moved a resolution to adopt the shared service agreement with the City of Lambertville. Albert Bauer seconded it. Albert Bauer, Kathleen Harris, Matthew Larkin, Mayor Nowick, and Karen Riedeburg voted "yes." There were no "no" votes and the resolution was approved.

The MOU will be on the agenda for the city council's April 20th meeting.

Correspondence

There was no correspondence.

New Business

There was no new business.

Public Comment

Mayor Nowick said that the Human Rights Council is thinking about having a community forum to deal with a human rights issue as it affects Lambertville.. The Council has not yet identified which issue will be the focus but Mayor Nowick is hoping that the library can be part of this program in some way.

Adjournment

A motion to adjourn the meeting was made by Karen and seconded by Albert. The motion was approved.

The meeting adjourned at 8:29 pm.