

Trustees of the Lambertville Free Public Library
Minutes December 12, 2023, 7PM
Lambertville Free Public Library
6 Lilly St, Lambertville, NJ 08530
Meeting was held in person and via Zoom

The meeting of the Trustees of the Lambertville Free Public Library was called to order at 7:00 PM by Karen Riedeburg. In addition to Ms Riedeburg, present were Trustees Albert Bauer, Stephanie Volmer, Amy Connelly, Kathleen Harris, Walt Jiménez, Ed Hoag, Kate Winslow, and Library Director Jen Sirak, and Ricardo Zapata (via Zoom).

In compliance with the open public meetings act, it was announced that this was the December 12 meeting of the Trustees, which had been published in The Democrat and filed with the City Clerk for posting on the bulletin board located in City Hall.

Strategic Plan

Amy Connelly presented the draft of the new plan: "Lambertville Library: Right at Home," making note that now we need a more artistic, inspiring strategic plan rather than a nuts and bolts plan (as we had in the past). AC will send copies out to all staff and board members and hopes to get changes and suggestions by the end of the year, so that they can be implemented by the January meeting.

- Broken into 4 sections: Aspirations; Goals; Objectives, Strategies and Actions; A Message from the Board of Trustees
- Talked with the mayor about presenting it at the February City Council meeting.
- It would be great to start using the new slogan ASAP.

Approval of Meeting Minutes

The minutes from the November 14, 2023, meeting were approved unanimously (after a note to fix the spelling of Ed Hoag's name).

Director's Report

- JS read her list of highlights of 2023: Beacon fundraising was successful; Beacon digitization was completed in partnership with the historical society; had an exciting visit with the IMLS; presented to the NJLA about our success with Latino outreach and Ida support (audience included the State Librarian and other notables); we started a paperback collection; purchased Envisionware, to increase patron privacy; we had another incredibly successful Oaxaca Day with 100+ volunteers and 750+ attendees; which led us to apply for the National Library Medal, as nominated by Sen. Cory Booker (this was a huge group effort); (Ricardo also pointed out collaborative events with Fisherman's Mark, especially those about helping local Latino families gain information and tips about navigating the college application process); we hired our first fulltime staff member; our partnership with LPS, which is going well; getting rid of the microfiche machine has opened up a lot of space downstairs; we started a baking pan collection,

which is very fun; we had our 10,000 patron/member; and we had our first very successful end-of-the-year appeal.

- The mayor hopes to meet with city architect Michael Burns about some possibilities and improvements for the building. May happen Dec. 28.
- Novelist Select: reader advisory software is about to come online.
- JS and Melissa took a state records webinar and will start sifting through many boxes of financial records throughout the library. AB suggested that the board could help with this.
- While going through boxes in the attic, they found two missing years of the Beacon, among other interesting documents. Will start a new section in the newsletter: Found in the Attic.
- We're working on a grant with the historical society for about \$6,000; the library's costs are more for the bookkeeper and staff time for creating the website.
- The library does not close for many holidays; JS is considering closing for some additional days. Staff is also considering spring and fall staff development days. Can we revisit this in the January meeting?
- Book drop is leaking during heavy rains.
- Staff year-end meeting will be at the Swan.
- ACME event for the screening of Trina's Oaxaca film is Sunday, Dec. 17 at 3 pm. Trustees need to be aware of not violating the quorum rules.
- Danielle provided a Children's Librarian Report, as well.

Treasury Report

The bills were presented and, on a unanimous vote, the motion to pay bills totaling \$21,199.40 was approved (this includes an overage of \$6,700 to cover an outstanding annual insurance bill; the final amount was not available in time for this meeting).

- AB presented the 2024 budget draft; the budget is getting clearer and simpler to follow (the main goal is to show that we are spending the money correctly, and are getting closer to being able to create a predictive model).
- We would like to make one last appeal to our mailing list to see if we can reach our year-end appeal goal of \$10,000. SV will forward her draft to Jen to send out.
- We had decided that we would invest \$100,000 in a CD, but the pre-approval had expired. The board approved two motions: 1) to make an account for donations and 2) to make an account for the CD investment. These will be available to the signatories plus Melissa, the bookkeeper. This will be memorialized with a resolution in the January board meeting, if the bank requires (if the motions are not enough).

Committee Reports

a. Buildings and Grounds: Met on Nov. 21; they discussed the list of building issues from last year and updated it for the 2024 operating and capital budgets. Also, have designated the third Tuesday of every month as their meeting time.

b. Community Outreach: Did not meet (though they did get a major mailing out and raised almost \$10,000!)

c. Finance (covered above in Treasurer's Report and budget info)

d. Policy: They did meet and discussed whether the works hanging in the gallery are covered by the library's insurance policy; KR makes a motion to change the language in the policy and in "information for artists document" to be clear that the library does not insure the artwork. Motion approved.

Had a draft policy for patron conduct; it would be good to have this codified. Motion approved to adopt the new code of patron conduct.

e. Strategic Planning: (see above)

Correspondence

No correspondence.

New Business

KR would like to move January's board meeting to Jan. 16, 2024. The board unanimously approved the meeting schedule for all of 2024.

No public comment

The meeting adjourned at 8:58 pm.