

**Trustees of the Lambertville Free Public Library**  
**Minutes February 21, 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, Amy Connelly, Kathleen Harris, Kate Winslow, Matt Larkin, Library Director Jen Sirak, and Mayor Andrew Nowick, as well as Ricardo Zapata, Stephanie Volmer, and Manisha Agarwal via Zoom.

In compliance with the open public meetings act, it was announced that this was the Feb. 21 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.

The minutes from the January 10 meeting were reviewed and approved (KR motioned, KW seconded, unanimous approval).

- Also needed to approve minutes for November 8, 2022 meeting (KR motioned, AC seconded, unanimous approval)
- Also needed to approve minutes for October 11, 2022 meeting (KR motioned, AB seconded, unanimous approval)

**Treasury Report:** The bills for February were presented and, on a unanimous vote, the motion to pay bills totaling \$8,605.46 was approved.

Albert made a donations report for January, broken down by online donations (\$600 for Bette Baer; \$250 for Beacon digitization; \$550 check for BB; \$5150 for Beacon). See total notes in his email.

**Budget Report:** In January and February of 2022 we started comparing our budget plan vs. the actual spending. Now working on our new budget and trying to figure out how to make sure that our budget lines up. (Our goal is to eventually go to a fund management model as a nonprofit.) Biggest difference is that we are now doing our own payroll and insurance (rather than the city). Another new thing: we started listing out Adult Services, Children's Services, and Hispanic Services; AB proposes that for 2023 we merge Hispanic Services into Adult Services, while still leaving a separate line item so we can see how much we are spending there)

- \$351K was budgeted and we had a revenue of \$305K in 2022
- Now, our budget and projected revenue are within \$8 of each other.

AB explained we have a capital account (should be restricted based on funds), that is broken down into a long term plan (for major renovation of library) and a short term plan (for the next 2 years) of things we would like to do, with the idea that we would create fundraisers to fund these projects (for example: English/Spanish teacher, fundraising consultant, fire door for Room of Requirements, electrical repairs, pocket door refurbishment, content creators equipment, security equipment, etc.)

- AC asked we should consider the library's role in NJ's new law for all K-12 schools to include information literacy in their curriculum; decided we should keep this on our radar. The board decided we would like to see the budget and actuals as the year goes on (YTD); Albert will put out a copy for us to look at so we can approve the 2023 budget at the next meeting, as well as the strategic budget. (We will need a resolution for us to approve this next meeting.)

**Director's Report:** NJLA conference happening June 1-2, we are presenting about our Latinas in Lambertville program in a prime time slot. Our personnel development budget (\$1800) may go completely to this; to be discussed. Jen needs to look at the agenda, talk with staff and look at expenses to decide how many of the staff can go, as well as who will find this most beneficial.

- County library: had an invitation for a meet and greet and got to meet their new staff; discussion on how we can work together in the school district, especially as the new construction begins
- Beacon digitization is almost complete...should be getting it back in the next two weeks. We will do an event at the end of March. Discussion of where the microfilm can go to be stored after the digitization is complete (Lambertville Historical Society? Hunterdon Historical Society?)
- Latinas in Lambertville starting up again
- The library book sale made \$525 in January.

#### **Committee Reports:**

- **Buildings and Grounds:** We worked on our part of the Strategic Plan and submitted to Amy.
- **Policy:** Met a couple of times, there are 2 policies to be approved tonight:
  - 1. Collection Development: making sure we have specific criteria for the books that we will include in our collection, our criteria for weeding; this is what we rely on if someone has a book challenge: KR motioned, AB seconded; unanimous approval;
  - 2. Circulation Policy: stemmed from the doing away with late fines, but we still need to get our books back. The biggest change is that we will move to a three-week circulation term; (KR motioned, AB seconded, unanimous approval, this will roll out March 1) and one draft of social media policy that everyone should look at to be approved in the future.
- **Strategic Planning:** working on the new Strategic Plan; AC asks to what extent do we want to get more external feedback (do we want staff surveys, user surveys, focus groups?)? ML suggests we talk again to the Latinx community to make sure they are represented; also suggests the staff could offer plenty of insight. AB thinks the board can also go into the community on 1 on 1s or small groups with a standard set of questions or topics to explore (perhaps this is something for the Community Relations committee); also would be good to have a quick form out at the Beacon event or something on the wall that people can add sticky notes to (obviously this is a self-selected group of supporters, but a very engaged one and valid).

- **Ad hoc MOU:** ML and KH met, and then ML and AC; we hired attorney Michael Cerrone (sp?) to review; there are a handful of things we would like to explore more and then discuss with the mayor (ex. 10-year term; rate for the payroll for the 3 pension employees; parking to be changed to 2 residential permits; division between capital expenses and operating expenses; spelling out insurance on the building vs. contents; workman's comp insurance); Mayor says that the reason the proposed term is 1 year is because the city thought we would take everything over quickly, but pension stuff will slow this down...can this be amended later? KR, AC and the mayor will meet to discuss this all before the March meeting.

No new business.

The meeting adjourned at 8:35 pm.