

Trustees of the Lambertville Free Public Library
Minutes January 16, 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 January 16 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.

Election of 2024 Officers

Karen Riedeburg re-elected as president; Ed Hoag elected as vice-president; Kate Winslow re-elected as secretary; Albert Bauer re-elected as treasurer (all approved unanimously).

Approval of Meeting Minutes

The minutes from the December 12, 2023, meeting were approved unanimously.

Treasury Report

The bills were presented and, on a unanimous vote, the motion to pay bills totaling \$39,766.47 was unanimously approved (resolution 001-2024).

- Resolution 002-2024 memorializes the decision of the board at the 12/12/23 meeting authorizing the treasurer Albert Bauer to open a “Donations” checking account with the Bank of Princeton, NJ, that is specifically for the use and appropriation of donations; unanimously approved.
- Resolution 003-2024 memorializes the decision of the Board at the 12/12/23 meeting authorizing the treasurer to invest \$100,000 in donations by opening a CD with the Bank of Princeton; the CD shall be for a 6-month term at an interest rate of 5.0759% and shall be renewed automatically unless otherwise notified by the treasurer; unanimously approved.
- Resolution 004-2024 authorizing the cancellation of prior year outstanding checks from the library’s operating account (\$1,000); unanimously approved.
- Resolution 005-2024: The 2024 budget was presented and, after discussion regarding the library’s new full-time position and its attendant health care and pension issues, was amended to increase the health care line item. It was unanimously approved. (Bigger picture: We have maxed out the budget in an aspirational way to offer a living wage with benefits and pension for this position; we need to decide if growing our full-time staff in the future is a priority and if so, how will we pay for that.)

- Resolution 006-2024 authorizing the approval of the designation of official depository (Bank of Princeton), operating account, payroll account, capital account and donation account; unanimously approved.
- Resolution 007-2024 establishes policies and procedure for the payment of claims electronically; unanimously approved.
- Resolution 008-2024 authorizes statutory and regular payments of claims by bookkeeper rather than holding them for next the Board meeting (bills can be presented to the board by blind copy email); unanimously approved.
- Resolution 009-2024 authorizing that Matt Larkin is removed as a signatory from all LFPL bank accounts at the Bank of Princeton; unanimously approved.

Director's Report by Jen Sirak

- Novelist Select: We have done a soft launch with our new reader's advisory tool, which many libraries use, and it is already positively impacting ordering. We need to tweak the public access catalog set up now and possibly create a seated location for people to spend time using it. Plan to do a big unveiling for Founder's Day, Jan. 27.
- Holiday list for closing: New Year's Eve Day and President's Day were suggested to the list of holiday closings in 2024 (Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day 2025). Early closings (4 pm): Halloween and the Wednesday before Thanksgiving. A motion was made and unanimously approved.
- End-of year appeal donations have reached \$13,183.
- New reservation procedure: We have transitioned from a space reservation paper and online dual system to an online-only calendar system starting this month. Please confirm standing committee meeting dates with JS to input. You can also confirm with the front desk.
- Snow removal: need to figure out a better system so library staff does not have to shovel (this is DPW's job, but they often don't get here in time for opening).
- Shout outs to the many people who have been helping the library lately, too many to list here!

Children's Librarian Report by Danielle Bey-Mundhenk (submitted via email)

- Additions to the children's and teens' collections have picked up in the new year, while weeding continues in the early readers' room.
- There has been expressed interest in expanded story time offerings; planning for a Special Guest Storytime will begin soon.
- LEGO Club will restart Jan. 29. Workshop Wednesdays, a monthly versatile STEAM crafting-based program, is tentatively scheduled to start Feb. 21.
- Planning is beginning for a Summer Reading-based teen volunteer program and the reestablishment of the Teen Advisory Board. A monthly nontraditional Early Readers (K-3rd) Book Club is in the early stages of planning. A potential return of Thomas Day is also in the early stages of planning for mid-March.

- With the dedicated “General Supplies” line in the children’s budget, DB will continue to refresh the early readers’ room, replace the aging floor cushions in J and YA room, and create a more interactive space for the older kids and teens.

Mayor’s Report

- City architect Michael Burns is working on specs for elevator repair; he is also putting together estimates for painting and lead paint remediation for the building; as well as scope and estimates about moving handicapped entrance to the front door (with a lift) and taking out the ramp. Hoping that some of these projects will be considered for grants for state funding.

Committee Reports

- a. Buildings and Grounds: Met this evening, looking more closely at immediate and more long-term building needs.
- b. Community Outreach: Thank you notes are going out for end-of-year appeal donations; have also set up a standing meeting for the first Monday of every month.
- c. Finance (covered above in Treasurer’s Report and budget info)
- d. Policy: did not meet
- e. Strategic Planning: Library staff have offered some further edits and insights, so the committee will meet once more to incorporate any of these necessary changes.

Correspondence

NJ Library Trustee Association needs updated contact information for all board members; this was passed around and updated as needed.

New Business

No new business.

No public comment

The meeting adjourned at 8:53 pm.