

Trustees of the Lambertville Free Public Library  
Minutes January 14, 2024, 7PM  
Lambertville Free Public Library  
6 Lilly St, Lambertville, NJ 08530  
Meeting was held in person and via Zoom

The virtual 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 Library Director Jen Sirak, Mayor Andrew Norwich, Trustees Stephanie Volmer, Albert Bauer, Ed Hoag, Walt Jimenez, Kate Winslow, Kathleen Harris, and Ricardo Zapata (via Zoom).

In compliance with the open public meetings act, it was announced that this was the January 14 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.

This is the annual reorganization meeting and officers were voted on: Albert Bauer for Treasurer; Kate Winslow for Secretary; Ed Hoag for Vice President; and Karen Riedeburg for President were all nominated and approved unanimously.

### **Approval of Meeting Minutes**

The minutes from the December 10, 2024, meeting were approved unanimously (Walt Jimenez abstained).

### **Treasury Report**

The bills were presented, and the motion to pay bills totaling \$47,031.33 was unanimously approved (resolution 001-2025).

- After the bills resolution was approved, the board turned to the 2025 budget, which was unanimously approved.

### **Director's Report by Jen Sirak**

- Patron Database Update: We are currently in the process of updating our patron database information in Surpass. When we went over to the Surpass cloud, all the patrons reset to expire on the same day. Patron accounts expire so we can keep the system updated, but not usually all on the same day. We created an internal system to make this process as easy as possible for everyone. Patrons just need to check over their contact information and then we will mark them as active for the next three years. If you know anyone who is experiencing eBook problems, it is probably because they need to confirm their contact info, which they can do through a phone call. In a few months we should have a much more accurate count of our active patron base with current information for email, etc.
- Fundraising update - \$16,155 between checks and GiveButter donations! Want to make sure that future GiveButter donors are able to donate in honor of someone. We should now close the End of Year campaign and only have the General Donations site live.

- Hoopla use has unexpectedly skyrocketed. In January 2024, the audio book circulation was 54. In December, it was 137. All the Hoopla digital items have increased in circulation with a total of 400 more items checked out last year than in 2023. I did not add additional funds in this year's budget for Hoopla. I will put some minimal patron limits on the circulation allowances to bring it back into line.
- 2025 Holidays: After surveying six local libraries – Flemington Borough, Hunterdon County, New Hope (Bucks County), Mercer County, Princeton and the NJ State Library, I added two additional holidays on the list this year. One is MLK Day (next week) and the other is Juneteenth. Every library surveyed is closed on MLK Day. Most libraries are closed on Juneteenth, I expect that those libraries who are not need to wait until the union contract is up for negotiation.
- Proposed 2025 Holidays: New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve; Early Closings: Halloween, Wednesday before Thanksgiving. These dates were unanimously approved by the board at this meeting.
- If we are closed on MLK day, staff will be working to clean out the attic and move everything to the new room of requirement. Thanks to Ed and Ken Bacorn (Shelby's dad) for giving the space a facelift and a new floor.
- The Annual NJ State Report Survey has been released. By providing various statistical information, we qualify for state aid. This information is collected from every state by the IMLS. It is a large task that is completed by several staff members.
- New library cards! Have been ordered! Yay!
- Committee to pick our one book is underway!

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

- Weeding of the Juvenile nonfiction has restarted after the holidays. Reorders for outdated nonfiction are being gathered in a new order. There is a bit more space for our Juvenile Spanish section now as well, which I am planning to update, bulk up, and highlight a bit more!
- Winter break programming has finished! Programs were met with varying success with attendance, but it was good research for when the best timing for programs are near the holidays. This winter break season, I offered the programs "Pearls, Perlers, & Pizza," Winter Craft with Hot Chocolate, Frozen movie night, Board Game Afternoon, Winter Saturday Storytime, New Year's Eve-Eve Crafts, and The Wild Robot movie night.
- Our last collaboration with the Lambertville Nature Explorers, a local children's nature activity organization, was a great success and we have an upcoming event this Saturday, 1/18, for a craft and movie (March of the Penguins!) afternoon.
- LEGO Club will be returning weekly on January 27, and there have been requests to continue the Board Game program on a monthly basis.
- Bouncy Book Time is back as of 1/7, to the joy of our storytime group. We also had a larger than usual group for Saturday Storytime on 12/28 and this past Saturday, 1/11. This is hopefully an indicator of a growing attendance for weekend storytimes!

**Committee Reports**

- a. Buildings and Grounds: Will meet next on January 29 at 5 pm. Jen will reach out to Michael Burns to see if he has a list of approved contractors for replacing the carpeting.
- b. Community Outreach: Met on January 13 and worked on trustee bios for the library's website. Once bios are fully edited and headshots have been provided, these will go up onto the website.
- c. Finance: Covered above in Treasurer's Report and budget info
- d. Policy: Did not meet
- e. Strategic Planning: Did not meet but hope to meet later this month.

**Correspondence**

No correspondence.

**New Business**

No new business.

**Public Comment**

No public comment.

The meeting adjourned at 7:56 pm.