



BOARD OF TRUSTEES MEETING

April 15, 2008

TRUSTEES Present: Katherine McGavern (Presiding), Mark Gordon, Ira H. Fuchs, Alison Lahnston, Ryan Lilienthal, Mayor Phyllis Marchand, Mayor Mildred Trotman

STAFF Leslie Burger, Elba Barzelatto, Lindsey Forden and Shaun Pall

OTHERS (Princeton Packet), Ellen Gilbert (Town Topics)

At 5:40 p.m. Ms. McGavern called the meeting to order. Ms. McGavern asked Ms. Burger if proper notice of the meeting had been given as required by the New Jersey Open Public Meetings Law. Ms. Burger responded that Lindsey Forden had done so.

MEETING MINUTES

Mr. Fuchs motioned to approve the minutes of the March 18th, 2008 meeting of the Board of Trustees. Mr. Gordon seconded the motion and it was unanimously approved.

STAFF SPOTLIGHT

This month's staff spotlight focused on Shaun Pall, the Library's IT Specialist. Ms. Burger introduced Shaun and spoke about what a wonderful addition he is to the Library. Prior to becoming a full time employee of the Library, Shaun worked as the contract employee to our former supplier of IT support. Shaun is proactive and aids in all aspects of IT at the Library. He manages and maintains all staff and public computers and maintains the servers. Shaun spoke about some of the innovations he is bringing to the Library, including installing Deep Freeze on all public computers. Essentially, with Deep Freeze, all computers begin each day like new, without any carryover from the previous day. Mr. Fuchs likened it to the movie "Groundhog Day".

Ms. McGavern asked Shaun to comment on the current state of the Library's computers. Shaun said that he is just beginning to do an inventory of the licenses and hardware at the Library so that we can better manage our technology. Ms. Burger noted that we purchased all of the Library's computers in 2004 and that the wear and tear on some of the public computers has been pretty heavy in the past 4 years. Shaun said that some motherboards are beginning to show some wear and tear. To date, 5 hard drives have died but Shaun has been able to reconfigure 3 of them.

Mr. Gordon asked what Shaun sees as the biggest challenge at the Library in the future. Shaun said that there is new software coming out all the time and it is a challenge to keep up. One such example is the Vista virtual servers. He is also working on installing SAM which will allow the librarians to help patrons remotely from the desk instead of going to the specific computer. Ms. Burger noted that Shaun has also been installing cash drawers and software so that all the sales transactions and library payments will take place at the point of sale.

Ms. McGavern thanked Shaun for speaking to the Trustees and noted that he has helped her tremendously over the past year. He is always very generous with his time and knowledge.

BILLS AND FINANCIAL REPORTS

- Mr. Fuchs moved approval of the March 2008 bills. The motion was seconded by Mr. Gordon and unanimously approved.
- Mr. Fuchs moved approval of the March 2008 financial report. The motion was seconded by Mr. Gordon and unanimously approved.

REPORTS

STAFF ASSOCIATION

There was no report.

BOARD PRESIDENT

Ms. McGavern announced that Grayson Barber has resigned from the Board in order to pursue other activities. Ms. Barber has been appointed to the Center for Information Technology Policy at Princeton University (Ed Felten's group) and is also busy working on two significant lawsuits.

Ms. McGavern and the Board expressed their thanks to Grayson for her hard work as a Trustee and wished her the best of luck in her new endeavors.

DIRECTOR'S REPORT

In addition to her monthly report, Ms. Burger told the Board that Ms. Barber will receive a Library Champion award from the NJLA for her work on behalf libraries throughout the state. Two PPL staff members will also be receiving awards, Janie Hermann and Evan Klimpl have been recognized for their work on the Poetry Podcast at the Princeton Public Library.

FRIENDS OF THE LIBRARY

There was no report.

NEW BUSINESS

Benefit Survey

Ms. Burger reminded the Board of their request of information about the compensation package for library employees. The Board wanted to know how the benefits compare to those offered by the Boro and Township and other peer libraries.

Bonnie Piper, has been developing a survey which will be circulated to various groups in an effort to gather information about benefits. She will be using an online survey tool called Survey Monkey to compile the data she receives. A draft copy of the survey was circulated to the Board members. Her target is to have the survey completed and returned to her so that she can report back to the Board at the June meeting.

Ms. Burger asked if there were any questions about the draft survey itself or how the survey will be conducted.

Ms. Lahnston asked if there could be an open-ended question at the end of the survey where people can add comments about types of compensation not mentioned in the main body of the survey. She has found that such a question is very helpful in capturing additional data.

Mr. Fuchs asked if the responders will be notified that the results may be made public. Ms. Burger said that the wording is in the document and that all responders will get a copy of the data.

Mr. Gordon had some specific questions about the wording of the questions and will follow up with Ms. Piper directly.

Mr. Lilienthal asked if some library districts in PA could also be surveyed such as those in Bucks and Delaware Counties. He stated that different states have different rules and minimums etc. required by law but that then information will be useful nonetheless.

OLD BUSINESS

Temporary Budget Approval

This resolution is a mirror image of the previous resolution passed in lieu of an approved municipal budget. Ms. Burger noted that the municipal budget approval is delayed this year pending the approval of the State budget which will likely be finalized by the end of June or beginning of July. This resolution authorizes spending for this quarter at the same level as last year.

Mr. Fuchs moved to approve the resolution to adopt the temporary budget. Mr. Gordon seconded the motion and it was passed unanimously.

Flex Spending Plan

Ms. Burger explained that our insurer is asking for the resolution regarding the adoption of the plan which the Board approved at a previous meeting. The resolution was not written at the time of the approval and needs to be prepared for the insurer.

Mr. Fuchs moved to approve the resolution to accept the Flex Spending Plan. Mr. Gordon seconded the motion and it was passed unanimously.

Café

Ms. Burger noted that there is no need for a closed session to discuss the Café contract unless we are discussing contract negotiations.

The Library's attorney reviewed the April 9, 2008 memo distributed to the Board and the proposal assessment using our established criteria. After reviewing the bid documents, Ms. Burger recommends that the Board of Trustees accept the proposal from the Terra Momo group and that the Board authorize the Library Director to begin lease negotiations with them for the café business.

Discussion

Mr. Lilienthal asked what sort of food would be offered. Ms. Burger said that the menu will be similar to what is available at the Witherspoon Bakery and will be comparable with what is being offered now by Chez Alice.

There was a general discussion about catering library events. There will not be an exclusive arrangement for catering Library events. The Library will be free to use any outside catering company.

Mr. Lillenthal stressed the importance of audited financial statements given the nature of the business and the terms of the contract. As a profit sharing agreement, it will be very important that the Library be satisfied with the reporting structure.

Ms. Trotman asked about the ability of either party to get out the contract, should either party be dissatisfied. Ms. Burger noted that the terms are clearly defined and that both parties are excited to be working together. She does not anticipate any problems; however the mechanisms are in the contract.

Ms. Trotman moved to accept the recommendation of the Library Director regarding the Café contract and authorize her to negotiate the terms of the lease. Ms. Lahnston seconded the motion and it was unanimously approved.

ADJOURNMENT

Ms. Lahnston moved to adjourn the meeting and Ms. Trotman seconded the motion. The motion passed unanimously.

The meeting adjourned at 6:20 pm