



**BOARD OF TRUSTEES MEETING**  
**November 18, 2008**

- TRUSTEES** Present: Robert Ginsberg (Presiding), Ira H. Fuchs, Mark Gordon, Kiki Jamieson, Alison Lahnston, Richard Levine, Mayor Mildred Trotman
- STAFF** Leslie Burger, Elba Barzelatto, Lindsey Forden, Sonja Vloeberghs, Tim Quinn
- OTHERS** Pam Wakefield, Greg Forester (Princeton Packet), Ellen Gilbert (Town Topics), Aleksandra Taranov, Nathalie Levine

At 5:30 p.m. Mr. Ginsberg called the meeting to order. Mr. Ginsberg 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.

Mr. Ginsberg thanked welcomed new trustee Richard Levine representing Princeton Township. Ms. Burger introduced Mr. Levine who clarified that the Dow Jones Foundation (DJNF) advisory committee had been informed of Mr. Levine's appointment as a library trustee and that it had declared that there was no conflict of interest. Mr. Levine is president of the Dow Jones Newspaper Fund. Ms. Burger spoke about Mr. Levine's record of service in Princeton and his interest in serving as a library trustee. Mr. Levine worked for Dow Jones for more than 40 years, first as a Wall Street Journal correspondent. He came to Princeton to build its electronic media.

Mr. Ginsberg welcomed Ms. Jamieson back and congratulated her on her new baby.

**Meeting Minutes**

Mr. Fuchs motioned to approve the minutes of the October 21, 2008 meeting of the Board of Trustees. Ms. Lahnston seconded the motion and it was approved with the following correction: Pg. 5 3<sup>rd</sup> paragraph NJ State department of Health and Senior Services – semi colon after grants.

**STAFF SPOTLIGHT**  
**Sonja Voleberghs**

Sonja told about how she began as a volunteer in the library validating parking tickets soon after she and her husband moved to Princeton from Belgium. After four years, she is now a full time shelving supervisor. Sonja works in the Lending Services department managing a small group of shelvers. She is responsible for schedules, personnel issues, performance evaluations, data entry and card maintenance.

Part of Sonja's job is to assist the manager, Susan Darkhosh as well. Recently Ms. Vloeberghs implemented a suggestion made by a customer: the books on the bottom shelf of the non-fiction collection on the second floor were rotated to make the call numbers more visible with their spines up. This is a big help for the older and/or visually

impaired library user. Also, the wooden shelves on the first floor will be tilted so that the books don't fall when they are displayed faced out.

Mr. Ginsberg thanked Sonja for her good work and her innovations.

### **CENTENNIAL CAMPAIGN**

Tim Quinn presented a case statement for the Centennial Campaign and requested feedback by Friday, October 24<sup>th</sup> to be sent via email to Ms. Forden or him.

### **BILLS AND FINANCIAL REPORTS**

- Mr. Fuchs moved approval of the October 2008 Bills. The motion was seconded by Ms. Lahnston and unanimously approved. Mr. Gordon asked about a warranty for the \$4,907 camera repair. Ms. Burger said that a percentage of the camera replacement cost would be covered by the insurance.
- Mr. Fuchs moved approval of the October 2008 Financial Report. The motion was seconded by Mr. Levine and unanimously approved. Mr. Gordon asked about the items in the Expenditures report that are running ahead of the expected rate. Ms. Burger explained that in the general operating budget the library had incurred in some unanticipated legal fees, and that in the building & grounds budget, the chiller had unexpectedly failed in the middle of the heat wave summer.
- Mr. Fuchs moved approval of the October 2008 Construction/Endowment Financial Report. The motion was seconded by Mr. Gordon and unanimously approved. Mr. Levine asked where the endowment funds are invested. Ms. Burger said that two thirds are invested with Glenmede Trust and one third with TIFF. Mr. Gordon requested a report of the balance of the endowment.

### **REPORTS**

#### **STAFF ASSOCIATION**

There was no report.

#### **BOARD PRESIDENT**

Mr. Ginsberg said that board president Ms. McGavern had developed a timeline for the director's annual review for the year which should be completed by the end of February.

#### **DIRECTOR'S REPORT**

Ms. Burger announced and invited everyone to the Scheide event that will take place the Friday after Thanksgiving. Mr. & Mrs. Scheide will be hosting the event where Biblios, a new book of photographs highlighting the books in the Scheide rare book collection housed at Princeton University will be presented by the photographer.

Ms. Burger thanked the Borough and Township mayors for hammering out the details of the parking agreement which was included in the board packet. She made a special mention to Harry Levine as being instrumental in the outcome of this agreement.

In response to the report that it would cost \$1,000 to insure all notaries in the library, Ms. Burger was asked to get more quotes.

A vendor for a DVD dispenser machine has approached Ms. Burger to offer this service at the library as part of a pilot project that includes five other libraries throughout the country. The machine charges \$1.00 per DVD and offers multiple copies of new titles; it would be installed outside the building. Profits would be shared with the library.

Ms. Burger mentioned that the 2009 board meeting schedule had been included in the board packet.

### **FRIENDS OF THE LIBRARY**

Ms. Wakefield reported that the annual benefit was a great night for the library. The “new” store is stocked and is open more hours. The Friends are in the middle of sending the annual appeal to 6,000 people—friends and active library users.

Ms. Lahnston congratulated Ms. Wakefield and the library for transforming the library for the benefit party and opening the next day for regular business. She asked how much money the benefit had brought in. Ms. Wakefield responded that the party had net almost \$90,000.

Ms. Trotman thanked the Friends as well for supporting the library and Ms. Burger for always being there.

### **OLD BUSINESS**

#### **2009 Draft Budget**

Ms. Burger introduced the 2009 budget draft by reporting that libraries everywhere are cutting staff and hours, and that she was submitting a no-growth budget draft. This budget request includes a \$60,000 increase in pension contributions as mandated by the state. Ms. Burger pointed out that she was doing her best to reduce controllable costs as much as possible such as freezing two open full-time positions and requesting from vendors that fuel surcharges be removed from invoices. She also mentioned that maintenance costs are higher now that the building is four years old. Staff are given a 3% increase in line with the Borough. The longevity program is being reconsidered. Ms. Burger finished by saying that in the worst case scenario if asked to cut the budget, reducing hours and/or staff might be the next step.

Ms. Trotman thanked Ms. Burger for being proactive with the budget. She asked Ms. Burger if municipal departments were asked to cut 2% of their budgets to start thinking about making cuts where there is the least amount of pain like closing the library when there are fewer visitors. Ms. Burger said that if we had to close, it would probably be Mondays.

Ms. Burger said that the real cut of the endowment funds will be in 2010 as the projections for 2009 are based on the balance as of October 31, 2008.

Mr. Fuchs motioned to approve the 2009 budget request. Ms. Lahnston seconded the motion and it passed unanimously.

### **NEW BUSINESS**

As suggested by board president Katherine McGavern, board members are being asked to adopt a politician while serving as library trustees. Please bring the name of the politician you would like to adopt/communicate to the next meeting.

Ms. Burger invited everyone to the staff holiday party on December 12 in the Community Room.

**ADJOURNMENT**

Mr. Ginsberg moved to adjourn the meeting and Mr. Gordon seconded the motion. The motion passed unanimously.

The meeting adjourned at 6:45 pm.