

**BOARD OF TRUSTEES MEETING
AUGUST 16, 2005
REVISED**

TRUSTEES Present: Nancy Russell (Presiding), Bob Ginsberg, Lucy Hall, Ryan Lilienthal, Mayor Phyllis Marchand, Katherine McGavern, Mayor Joe O'Neill

STAFF: Elba Barzelatto, Jennifer Mehlman, Linda Simon, Karen White (Staff Association)

OTHERS: Candace Braun (Town Topics), Rachel Silverman (Princeton Packet), Alexandra Floyd and Alex White (Teen Liaisons)

CALL TO ORDER

Ms. Russell called the meeting to order at 5:30 p.m. Ms. Russell asked Ms. Mehlman if proper notice of the meeting had been given as required by the New Jersey Open Public Meetings Law. Ms. Mehlman responded that it had.

APPROVAL OF THE MINUTES

Approval of the minutes from the July 19, 2005 meeting was obtained via motion by Ms. McGavern and seconded by Ms. Hall. The motion passed unanimously.

BILLS AND FINANCIAL REPORTS FOR JULY 2005

Ms. McGavern presented the July 2005 Financial Report. Linda Simon, Business Manager for the library, explained the negative account balances in July's financial report. Up until the beginning of August, the library has been using the general fund to pay for books, which was originally allocated in the budget's capital funds. The Borough has since released the funds and the negative balances should self-correct on August's financial report.

DISCUSSION:

Mr. Ginsberg wanted to know if it was appropriate for the board to be using funds allocated from one account to pay for items that were allocated for payment from another account. He was concerned that the library might be putting itself at risk.

Ms. McGavern answered she thought it was legal as long as all relevant transactions were clearly reflected in the account process, as they occurred.

Ms. Simon stated that the general fund is often used to finance book purchases and other financial shortfalls until the budget is approved.

Board approval for the July 2005 Financial Report was obtained via a motion made by Ms McGavern and seconded by Ms Marchand. The motion passed unanimously.

Ms. McGavern presented the following bills for approval:

PUBLIC FUNDS

Borough/Township Operating	
July Bills	\$84,726.81
Payroll Expenses	<u>\$187,031.07</u>
TOTAL PUBLIC FUNDS	\$271,757.88

FRIENDS ALLOCATION

Bills	\$21,036.36
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GENERAL FUND

July Bills	\$29,255.91
July Grants/Special Project Bills	3,563.52
July Reimbursements/Loan	<u>2,083.66</u>
	\$34,903.09

TOTAL ALL FUNDS: \$327,697.33

TRANSFERS

Within Public Funds

To Payroll Account From	For July, 2005	
Borough/Township Operating	Payrolls	\$190,000

Board approval of the July 2005 bills was obtained via motion made by Ms. McGavern and seconded by Ms. Marchand. The motion passed unanimously.

Under a separate cover, Ms. Simon presented the annual fee for OCLC which provides on-line cataloging service. Mr. Lilienthal made a motion for board approval, which was seconded by Ms. McGavern. The motion passed unanimously.

CONSTRUCTION BILLS AND FINANCIAL REPORT

Ms. McGavern presented the July 2005 Construction Account Financial Report. Board approval for the July 2005 Financial Report was obtained via a motion made by Ms. McGavern seconded by Mr. Ginsberg. The motion passed unanimously.

There where no construction bills presented for approval.

STAFF SPOTLIGHT

Judy Feldman was introduced by Ms. Barzelatto as this month's staff spotlight member. Ms. Feldman is Director of Development for the library. Ms. Feldman has been a resident of Princeton for 30 years and raised her children here. Prior to working here, Ms. Feldman worked for the Princeton Area Community Foundation. While she was not part of the initial 18 million building campaign, Judy joined the library in time to organize the massive amounts of paperwork, sort out the naming opportunities, and follow-up on the pledges. By keeping in contact with the donors during the construction, through "hardhat tours," post card updates, and social events, she was able to get some donors to accelerate their pledge payments. Currently, Ms. Feldman has been

organizing the Foundation Board of Directors to raise 10 million dollars by 2009. Recently, the Foundation met the conditions of an anonymous challenge grant by cultivating new donors who were able to give \$50,000 or more to the library.

In addition to soliciting donations, Ms. Feldman also writes grant proposals and writes reports for many of our programs. She has obtained grants and gifts for Tutor.com, teen programs, extended hours, Latino outreach, and art in the library. This allows the library to keep more money in its budget for other expenditures. Ms. Feldman spends a lot of time in meetings to coordinate the communication between the various fundraising groups for the library.

Ms. Russell wanted to know if Ms. Feldman has felt any change in customer attitude in the past year since the library opened. Ms. Feldman responded that there has been lots of excitement generated by the new building. Her biggest problem has been preventing fundraising fatigue. She stated that now the work is making the case for the endowment, marketing the materials, and getting people to understand the difference between the Friends, the Foundation, and donating to the Library.

Ms. McGavern congratulated Ms. Feldman on her success on meeting the conditions of the donor challenge. She empathized with Ms. Feldman's difficult task of raising endowment funds and admired her calmness. Ms. Hall agreed with Ms. McGavern's observation and said that it wasn't luck that raised the \$775,000 needed to meet the anonymous donor challenge – it was Ms. Feldman's skill.

FRIENDS OF THE LIBRARY

None.

LIBRARY FOUNDATION

The Foundation would like to recommend Els Paine to its Board of Directors. (See New Business.)

STAFF ASSOCIATION

Karen White represented the Staff Association and stated that they had nothing to report.

PRESIDENT'S REPORT

Nancy Russell thanked all those in attendance for coming, since the board is one of the few that actually meets in August. Like Ms. Burger, Ms. Russell is also pleased to see that the library has become the "92nd Street Y" of New Jersey. This fall, there will be many people of note sharing their work with the Princeton community.

Ms. Russell passed out copies of an article from the August 10, 2005 addition of US 1 by Richard K. Rein regarding the utility of the new plaza. It questions the future use of the plaza without furniture for people to move around. (Since the article was written, the furniture has been installed.)

DIRECTOR'S REPORT

Elba Barzelatto, Assistant Director, reported for Leslie Burger. She said that it has been a quiet summer, but not idle. The library has broken previous annual records for teen volunteers and enrollment in the various summer reading programs. It is now possible to download books from home, but a customer still has to come into the library to sign up for the service. New titles are being added everyday to the downloadable books. Once downloaded, the audiobook is good for three weeks after which the license expires and it is no longer accessible.

PUBLIC COMMENT

None.

NEW BUSINESS

2005 BUDGET ADJUSTMENTS

See bills and financial reports for July 2005.

2006 HOLIDAY SCHEDULE

The annual submission of the holiday calendar was presented for board approval. The schedule was approved via motion by Ms. Marchand and seconded by Mr. Ginsberg. The motion passed unanimously.

FOUNDATION BOARD OF DIRECTORS

Ms. Feldman recommended Ms. Els Paine for a three year appointment on the Board of Directors for the Foundation of the Public Library. Ms. Paine has lived in Princeton Township for a number of years and currently works part-time for Rosetta Marketing. She has volunteered for numerous organizations including the Bastille Day Ball, Stony Brook Garden Club, Stuart Country Day School, and Trinity Church. Ms. Feldman feels that she will lend “youth, energy, smarts, and interests” to the Board of Directors.

Board approval for Ms. Paine to the Foundation Board of Directors was made via motion by Mr. Lilienthal and seconded by Ms. Hall. The motion passed unanimously.

STAFF DEVELOPMENT DAY, NOVEMBER 17, 2005

Ms. Burger generously donated her \$1,500 prize from the New York Times Librarian of the Year Award to the Staff Development fund. Ms. Barzelatto presented to the board that the library should be closed on Friday, November 17, 2005 from 9 am to 5 pm, so that all staff members may participate in a team-building workshop led by Pat Wagner. The library will reopen to the public at 5 pm.

Discussion:

Ms. Marchand stated that it was a wonderful idea but she felt there would be some negative feedback from the community regarding the library being closed for an entire day – especially during after school hours.

Ms. Hall suggested that we switch the hours from 8 am to 4 pm and move the Development Day to the Wednesday before Thanksgiving. She was afraid that the public would not get sufficient warning about the closing.

Mr. Lilienthal suggested that the Staff Development Day should be switch to the Columbus Day holiday.

Mr. Ginsberg stated that Ms. Burger has already made a commitment to Ms. Wagner. He reminded the board that the library can't be closed on the Wednesday before Thanksgiving since all Wednesdays during November are school half-days to allow for parent-teacher conferences. In addition, the schools being are closed for the first full week in November to allow for school staff development.

Ms. White stated that it was very difficult to get a commitment from Ms. Wagner because of her full schedule and our commitment to stay open during school half-days and holidays and that Janie Hermann had worked very hard to get her to come.

After taking all these considerations into account board approval for closing the library for staff development was obtained via motion by Ms. McGavern and seconded by Ms. Hall. The board passed it unanimously, however, the majority of the board members would like to change the hours of the staff development day from 8 am to 4 pm, with the library opening at 4 pm, if at all possible. Also, the Board wanted to make sure that the closure for staff development day was well advertised, so that the library would not be the subject of "bad press" in the newspapers.

ANNUAL EVALUATION

Earlier in the meeting, Alex White asked if the teen liaisons would have to attend budget meetings. Ms. Russell said that they should, since the main duties of the board are threefold: 1) approve the budget for recommendation to the joint finance committee; 2) make library policy for the library; and 3) evaluate the library director.

Ms. McGavern reminded the board that it was time to start the annual Director's Evaluation. The first step was to get three board members to be on the evaluation committee. After some discussion, three board members volunteered and will start the evaluation process in the near future.

ADJOURNMENT

The meeting was adjourned at 6:28 pm via a motion by Ms. Russell and seconded by Mr. Lilienthal. The motion passed unanimously.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 20, 2005 at 5:30 pm.