

**BOARD OF TRUSTEES
Special Budget Meeting
December 4, 2007**

TRUSTEES Present: Katherine McGavern (Presiding), Mark Gordon, Grayson Barber, Ira H. Fuchs, Robert Ginsberg, and Ryan Lilienthal.

STAFF Leslie Burger, Elba Barzelatto, and Lindsey Forden

OTHERS Claire Jacobus, Friends of the Princeton Public Library, Nick Norlen (Princeton Packet), Ted Meyer, Princeton University

At 5:08 pm 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 it had.

2008 LIBRARY BUDGET

Ms. Burger presented the revised 2008 Budget Request which incorporated the changes to the financial reports discussed at the previous Board of Trustees Meeting and an expanded narrative. The request to the Borough and Township is a modest 3.56% increase, well within the 4% cap suggested by the municipalities. Ms. Burger has spoken to Mark Pfeiffer in Community Affairs regarding the possibility of taking the pension contribution outside of the library budget cap as done by the Borough and Township. Mr. Pfeiffer noted that such a decision would be up to the municipalities. Since the Borough and Township do not currently break out the library's pension and benefit costs, the library budget is presented as a single lump

Ms. Burger noted a change made on the chart on Page 3 whereby the dates used are now from January 1, 2007 to September 30, 2007 which gives a clearer picture of library usage. Ms. Barzelatto noted that the last line regarding computer use should be removed as the library does not have accurate figures. This is due to a technical problem with the outside vendor who supplies that information that will be resolved shortly.

Further to the library use statistics, Ms. Burger noted that it appears that about 2% of the visits to the library are generated by people simply passing through the library to drop off books, use the café or as a short cut to the parking garage and not coming into the library itself.

Moving on to the budget details, a general discussion ensued regarding pension contributions, longevity payments and vacancies which will not be filled. There will be one less position at the library in 2008 since grant funding for the Reference Grant position is no longer available.

Robert Ginsberg noted that the 83.6% increase under the pension item is derived entirely from the pension liability and wondered if the library is expecting to show such an increase next year. Ms. Burger replied that in 2009 the library will be responsible for 100% of its pension liability so there will be another increase in next year's budget.

Mr. Ginsberg also questioned the figure under Contracted Personnel. Ms. Burger noted that this figure relates to the Springboard Tutoring program and that the cost is fully funded through grants. Ms. McGavern asked if the Library has absorbed the cost of the Springboard program which the school district used to pay for. Ms. Burger replied that this is the case.

Mr. Ginsberg asked for a definition of RFID which Ms. Burger noted stands for Radio Frequency Identification, the small chips the Library uses to store data needed for self checkout of books. Mr. Ginsberg asked if we could collapse the library and office supply lines into one item.

Moving on to Page 11 of the budget, Ms. Burger noted that the grant income line now reflects the new approach to recording grant income. The income is not recorded until it is received. The Trustees discussed the Endowment distribution, reviewing the formula used to determine the disbursement and how Endowment money is to be used by the library. It is the intention of the Foundation that Endowment funds be used to supplement municipal and other sources of revenue for the library to allow for funding of new programs. However, in reality the municipalities look to this funding as potential tax relief. Ms. Jacobus spoke about similar issues the Friends of the Princeton Public Library face regarding successful fund raising and the effect it has on the municipalities' budgeting process.

Ms. McGavern noted that it may be time to re-examine the fee structure in the Library and asked that it be put on the agenda for the January meeting. Ms. Burger noted that it will be on the agenda for January.

Mr. Ginsburg asked how likely it is that the \$160,000 grant income noted on Page 13 of the budget will actually be received. Ms. Burger said that the SJRLC grant is dependent upon the traffic in the Library during the first six months of the year and the BMS grant may be a bit soft.

Moving on to the Capital Budget, Ms. Burger noted that the items are ranked by priority, with notes as per the discussion at the last Trustees meeting. The list is essentially the same as last year's Capital Budget.

Grayson Barber moved to accept the budget, Ira Fuchs seconded the motion. The motion passed unanimously.

Katherine McGavern thanked Claire Jacobus for all the work the Friends do on behalf of the library and congratulated her on the wonderful evening the Friends hosted on November 30th. The evening was a tremendous success and that was due in no small part to the hard work of legions of volunteers working for the Friends.

Ms. McGavern urged all members of the Board to attend the memorial service for George Sands on Friday. Mr. Sands was a major benefactor of the library and we have all benefited greatly from his generosity towards the library.

The meeting was adjourned at 6:01pm

