

**BOARD OF TRUSTEES MEETING
JUNE 21, 2005**

TRUSTEES Present: Nancy Russell (Presiding), Ed Beckerman, Ira Fuchs, Bob Ginsberg, Ryan Lilienthal, Mayor Phyllis Marchand, Katherine McGavern, and Mayor Joe O'Neill

STAFF: Leslie Burger, Elba Barzelatto, Jennifer Mehlman, Elinor Riddle, Jennifer Robinson

OTHERS: Candace Braun (Town Topics), Rachel Silverman (Princeton Packet), Pamela Groves (Staff Association), Claire Jacobus (Friends), 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.

PRESENTATION OF LONGEVITY CHECKS

Leslie Burger presented longevity checks for those who have been employed full time at the library for ten years or longer. The checks were presented to the following individuals: Karen Wight – 12 years; Jane Brown – 14 years; Linda Simon – 16 years; DeAnna Wynne – 18 years; Elba Barzelatto – 20 years; Elinor Riddle – 20 years; Barbara Silberstein – 21 years; and Barbara Bradsell – 27 years. Unable to attend for the presentation were Amy Weiner – 10 years; and Barbara Ackerman – 18 years. The sum total of all longevity recipients, including those who not present to receive their checks, represents 193 years of service at the library.

APPROVAL OF THE MINUTES

Approval of the revised minutes from the April 19, 2005 meeting was obtained via motion by Mr. Ginsberg and seconded by Ms. McGavern. The motion passed unanimously.

Approval of the minutes from the May 17, 2005 meeting was obtained via motion by Mr. Ginsberg and seconded by Ms. McGavern. The motion passed unanimously.

BILLS AND FINANCIAL REPORTS FOR MAY 2005

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

Ms. McGavern presented the following bills for approval:

PUBLIC FUNDS		
Borough/Township Operating		
May Bills		\$131,169.88
Payroll Expenses		<u>\$226,024.97</u>
	TOTAL PUBLIC FUNDS:	\$357,194.85
FRIENDS ALLOCATION		
Bills		\$10,076.02
GENERAL FUND		
May Bills		\$33,302.08
May Grants/Special Project Bills		9,906.13
May Reimbursements/Loan		<u>1,661.25</u>
		\$44,869.46
	TOTAL ALL FUNDS:	\$412,814.38
TRANSFERS		
Within Public Funds		
To Payroll Account From	For May, 2004	
Borough/Township Operating	Payrolls	\$210,000.00

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

CONSTRUCTION BILLS AND FINANCIAL REPORT

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

There were no construction bills for May 2005.

STAFF SPOTLIGHT

Elinor Riddle

Elinor Riddle is the library’s Shelving Supervisor. She is also one of the longevity check recipients, having worked at the library for 20 years. Her primary responsibility is to make sure customers can find what they’re looking for. Ms. Riddle perceives her job as maintaining “one, big, giant file.” She employs a variety of helpers, including high-school students and volunteers. She maintains the shelving schedule and supervises relocation of collections. Her staff is responsible for locating and filling hold requests. She makes a point to memorize every display so that she can locate requests. If you can’t find what you’re looking for in the library, Ms. Riddle will know where it is.

Jennifer Robinson

Jennifer Robinson supervises shelving on the Youth Services floor. She states that the volume of books circulated has increased because of the summer reading program. “Kids take out a book one day, and return it the next.” Unlike shelving the adult collections, shelving in Youth Services is more complicated because the books are thinner and more can fit on the shelves.

Ms. Robinson received her MLS in 2003 from Rutgers SCILS. When not shelving, Ms. Robinson rides her bike to commute from her home in Lawrenceville to the library. It takes her about 40 minutes – providing she catches all the lights.

STAFF ASSOCIATION

There was no report.

PRESIDENT'S REPORT

Nancy Russell wished good luck to Ms. Burger at the ALA convention. She also encouraged the trustees to consider attending the New Jersey Library Trustee Institute on September 30 and October 1, 2005 in Long Branch. The state now requires that trustee boards acquire three hours of development time over the course of a year.

Ms. Russell called the Board's attention an article from the New York Times Metro section regarding a large swearing-in ceremony of American citizens at a shopping mall. Ms. Russell thought that we should consider holding such a ceremony in the library, since the library is already holding Citizenship Classes here.

DIRECTOR'S REPORT

Ms. Burger is leaving for the ALA convention in Chicago to assume her duties as President-Elect. Pamela Groves will be in Chicago to receive the Public Library Association's Allie Beth Martin Award. Susan Conlon will also be attending as part of the Point of View/ALA Committee.

The Princeton Public Library and Hillier Architecture were awarded a Bronze Award at the first annual Philadelphia IIDA Awards.

Ms. Burger stated that the library has inadvertently set up a "drive-by WiFi" zone. She has seen people park their cars for a few minutes on Witherspoon Street in order to take advantage of the wireless computer connection for their laptops.

The obstructive telephone pole on the corner of Wiggins and Witherspoon will be removed by August 1st. The county plans to repave Witherspoon Street, starting at Nassau Street and continuing to the hospital.

Enthusiasm for all things library seems to be rubbing off on the employees. One former page has decided to attend graduate school for an MLS after she completes her undergrad degree. Another page is convinced that being a librarian is his calling.

FRIENDS OF THE LIBRARY

Ms. Jacobus recently visited the Seattle Public Library and felt that it was not intuitively directed for customers, unlike the Princeton Public Library. She feels that our library is designed to help people find things.

The Friends are getting ready for the annual benefit dinner and auction on October 28. This year the auction will focus on selling items of artistic and literary merit.

Ryan Lilienthal was this month's Board liaison for the Friends meeting. He was impressed with the amount of activities being planned for fundraising, such as the book sale and the auction. He said that Ms. Russell's idea to rotate the Board liaisons was an excellent suggestion.

PUBLIC COMMENT

None.

OLD BUSINESS **STRATEGIC PLANNING**

Mr. Fuchs reported that the committee had a wide-ranging discussion regarding the library's vision and mission statement at their last meeting providing a smaller subcommittee with ideas that can be used to craft a vision and mission statement. The committee has reviewed community demographics, library use, and identified trends that are pertinent to the library's planning for the future. The group received helpful articles regarding about library issues. The committee is looking for a way to develop metrics to measure success for library services and programs.

Ms. Russell suggested that the Board think about holding a mini-retreat to discuss the articles that were distributed and explore possibilities for the library. Mr. Ginsberg suggested that the Board should also solicit ideas from the teen liaison and teen council for their reactions to future plans.

NEW BUSINESS **CONSTRUCTION CLOSE-OUT ISSUES**

Ms. Burger will meet with Borough Engineer, Carl Peters and Township Engineer, Bob Kiser, regarding close-out issues (i.e. fixing the sidewalk, curb cuts, dead shrubbery). Currently, a site survey still needs to be completed by VNH pending information from the Borough in order for the Borough to provide the library with a deed and final certificate of occupancy.

Mayor O'Neill informed that Board that there will be a "soft" opening of the plaza on June 22. Mr. Fuchs asked if more benches would be installed. Mayor O'Neill replied that more seating, benches and some free standing tables and chairs will be added after the pergola is erected. The County gave the Borough a \$370,000 grant for the plaza.

Mr. Ginsberg if there were any remaining construction issues to still be worked out. Ms. Burger said that she and the staff are still working on redesign of the Teen Center as well as working out glitches with the self-check system. Mr. Beckerman suggested that we have volunteers to assist with the self-check system, similar to what is available at self-check aisles in grocery stores.

Mr. Lilienthal wanted to know if there could be a part of the plaza designated for children – some sort of play area. Mr. Fuchs responded that a playground would require a border or fence similar to Barbara Boggs Sigmund Park. Mr. Lilienthal said that perhaps there could be a sculptured play area for children. Mayor Marchand said that there is really not enough space and that the apartment building, Witherspoon House, is not really family-oriented. People have begun to move in and Mayor Marchand anticipates that any plaza events will have a cut-off time in order to appease the tenants.

PARKING

Mayor O'Neill notified that Board that construction will soon begin on the corner of Spring Street and South Tulane Street. This will mean a loss of 89 parking spaces. He's noticed that most Thursday, Friday, and Saturday evenings the municipal garage is filled. If the garage is filled up on Thursday evening or other evening events that would keep the library open until 9:00 pm, then the Borough and Township will honor the agreement that there are 85 spaces available for library customers.

OTHER NEWS

The 2006 Gold Medal Tour for the National Book Award nominees will be held on February 16, 2006.

ADJOURNMENT

The meeting was adjourned at 6:20 pm via a motion by Ms. McGavern and seconded by Mr. Beckerman. The motion passed unanimously.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, July 19, 2005 at 5:30 pm.