

**BOARD OF TRUSTEES MEETING
APRIL 19, 2005
Revised May 24, 2005**

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

STAFF: Leslie Burger, Elba Barzelatto, Bob Keith, and Jennifer Mehlman

OTHERS: Rachel Silverman (Princeton Packet), Alexandra Floyd (Teen Liaison)

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 March 29, 2005 meeting was obtained via motion by Mr. Fuchs and seconded by Mr. Lilienthal. The motion passed unanimously.

BILLS AND FINANCIAL REPORTS FOR MARCH 2005

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

Ms. McGavern presented the following bills for approval:

PUBLIC FUNDS

Borough/Township Operating	
March Bills	\$35,104.32
Payroll Expenses	<u>\$196,998.47</u>
	\$232,102.79

STATE AID

March Bills	<u>\$6,286.41</u>
TOTAL PUBLIC FUNDS:	\$232,389.20

FRIENDS ALLOCATION

Bills	\$5,011.52
March Grants/Special Project Bills	<u>\$152.56</u>
	\$5,164.08

GENERAL FUND

March Bills	\$54,477.55
March Grants/Special Project Bills	\$9,545.54
March Reimbursements/Loan	<u>1,873.55</u>
	\$65,896.64

TOTAL ALL FUNDS: \$303,449.92

TRANSFERS

Within Public Funds

To Payroll Account From	For March, 2004	
Borough/Township Operating	Payrolls	\$200,000.00

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

CONSTRUCTION BILLS AND FINANCIAL REPORT

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

Ms. McGavern requested that the following March 2005 Construction bills be approved:

<u>VENDOR</u>	<u>BUDGET LINE</u>	<u>AMOUNT</u>
Hillier Group	Architectural/Design	\$3,741.59
Construction Specialties	Building Expense	1,133.60
BFI	Furniture/Furnishings	225.00
CFI	Furniture/Furnishings	287.16
INvironments	Signage – Final Payment	10,127.33
	Total:	\$15,514.68

Board approval of the March 2005 Construction Bills was obtained via a motion made by Ms. McGavern and seconded by Mr. Beckerman. The motion passed unanimously.

Ms. McGavern requested that the following March 2005 non-construction bills be approved:

<u>VENDOR</u>	<u>BUDGET LINE</u>	<u>AMOUNT</u>
Allquatics, LLC	Aquarium - Deposit	\$2,000.00
Allquatics, LLC	Aquarium	750.00
Carol Schepps	Art Expense	3,650.00
Contemporary Integrated Arts	Art Expense	<u>\$1,080.00</u>
	Total:	\$7,480.00

Board approval of the March 2005 non-construction bills was obtained via a motion made by Ms. McGavern and seconded by Mr. Beckerman. The motion passed unanimously.

MEET THE STAFF

BOB KEITH

Bob Keith started working last year at the library as a part-time technical assistant. He was promoted earlier this year to full-time Library Assistant and is also a part-time student at Rutgers SCILS. He still spends part of his day working as a technical aide, but he also works at the Reference service desk and the Welcome Desk. He currently assists our web designer, Fredi Bremond, and our web programmer, Tim Gardner with updating the library's new web page. Mr. Keith also runs several of the Tech Center's programs and is available for assistance when the room is open for the public.

He has become quite popular and has several "groupies" – customers who specifically ask him for assistance. Customers can make an appointment with him when they need help with digital photography or graphics issues, and will open the Tech Center to them on a per person basis. He also researches the new peripheral appliances on the market, such as digital cameras, PDAs, scanners, and iPods so he can make recommendations to the customers. However, Mr. Keith does draw the line when the customers ask him to make "house calls" for their computer issues at home.

Due to his popularity with customers and his extensive knowledge of "all things technical" there is a special "Ask Bob" section of the web site under development. His only recommendation for improving the Tech Center would be to get a larger screen to accommodate the visually impaired clients who attend his classes.

STAFF ASSOCIATION

There is no report. The Staff Association is scheduled to meet on April 26, 2005.

PRESIDENT'S REPORT

Nancy Russell reminded the other Board members that the meeting with the Joint Finance Committee is scheduled for April 26 and requested that, if their schedule allows to come to the hearing to demonstrate support. She also requested that members of the Friends and staff attend as well.

Ms. Russell was also pleased to report that her request for rotating attendance at the Friends' meeting yielded five volunteers so far, and passed a sign up sheet to the other Board members.

Mr. Beckerman was the Board's liaison at the April 10, 2005 Friends' meeting. Several items were discussed at the last Friends' meeting with particular interest on expanding membership. Currently only 7 – 8% of the population are members of the Friends. The Friends also discussed their role in fundraising, since Foundation is focusing on donors who can donate \$10,000 or more.

Ira Fuchs announced that the first strategic planning meeting was held, with Leslie, John Rassweiler, Nancy Russell, Pam Wakefield and Claire Jacobus. They are focusing on a plan to organize and proceed with the rest of the strategic planning sessions.

DIRECTOR'S REPORT

Leslie Burger reported that in March 2005 the library collected \$12,000 in late fees, an all time high and \$2,000 more than the previous month. In addition, significant revenue has been raised by the purchase of non-resident library cards and meeting room rentals. This was verified by the quarterly statistics indicating cardholders have increased over 21% since this time last year. A dramatic increase of 85% in circulating materials and a

door count increase of almost 100% verified that the library's return to its former location did not decrease the amount of library users. Although some of the door count may decrease once the plaza is opened.

With the school board elections approaching, funding for Springboard was not included in the second question. Corner House, HiTops, and Princeton Young Achievers also lost their funding from Princeton Regional Schools. The concern of the school board over accountability from these organizations made them reticent continued funding. In the meantime, the library will continue to offer its on-line tutoring service, Tutor.com, and also sponsor Cram Night during the final exam periods in the middle and high schools. Plans for next year include sixth grade orientation tours regarding library behavior and utilizing resource materials for projects.

Ms. Burger and Carl Peters, the Borough Engineer, are still waiting for a date from PSE&G regarding relocation of the telephone poll located in the Wiggins Street entrance to the municipal parking garage.

New quilts have been purchased for the Administration Conference Room and the second floor fireplace. The fabric art was created by local artist Carol Schepps and commissioned by the library.

FRIENDS OF THE LIBRARY

No report.

LIBRARY FOUNDATION

At the March 31st Library Foundation meeting, John Rassweiler outlined plans regarding directors' roles and how to target possible donors. Judy Feldman and Leslie Burger, are currently working on strategies with Jamie Sapoch on reaching the \$10 million goal by 2009.

PUBLIC COMMENT

None.

NEW BUSINESS

FIRST BIRTHDAY CELEBRATION

Since the anniversary of the library's original opening date falls on the Communiversity celebration, and May 15th of this year is in the middle of the Human Rights Film Festival, Ms. Burger suggested that on June 4, 2005 the library holds its first Birthday Party in the new plaza. Plans for the celebration include a giant birthday cake and the premiere of the Art in the Library video. The limited edition Faith Ringgold print will be introduced for sale. The campaign concerning buying a book as a present for the library's birthday will be officially unveiled. Currently, on the new library website, there is a portal for Amazon.com. Every time someone orders a book using this portal, 10% of the purchase price is donated to the library.

Mr. Lilienthal requested more public relations work be done to promote the website, programs and the Amazon.com portal. Ms. Burger responded that research is currently underway for website accessibility and ease of use. The library is also looking into sending email alerts to regarding programs to those who request it.

ADJOURNMENT

The meeting was adjourned at 6:35 p.m via a motion by Ms. McGavern and seconded by Mr. Beckerman. The motion passed unanimously.