

Trustees of the Lambertville Free Public Library
Minutes December 09, 2019
Lambertville Free Public Library
6 Lilly St, Lambertville, NJ 08530 6:30PM

The meeting of the Trustees of the Lambertville Free Public Library was called to order at 6:40 PM by Matt Larkin. In addition to Mr. Larkin present were Library Director Harold Dunn, Children's Librarian Jennifer Sirak, and Trustees Amy Connelly, Emily Carone, Paul Hamilton, Stephanie Volmer. Absent was Jacqueline Sornstein.

In compliance with the open public meeting act, it was announced that this was the December meeting which had been published in *The Democrat* and filed with the City Clerk for posting on the bulletin board located in City Hall.

The meeting began with five trustees (Carone, Connelly, Hamilton, Larkin, Volmer) and H. Dunn and J. Sirak watching a training video on Trustee Competencies offered by the American Library Association. The training website is <http://www.ala.org/united/trustee-training/nj>. The video was 30 minutes long. Trustee Carone left after this video. The remaining four trustees and H. Dunn watched a second training video on Working Effectively with the Library Director. The video was 30 minutes long. The trustees earned a total of 4.5 hours toward annual training requirements.

Key points from the videos included the following:

- Create roles and responsibilities for Director, staff and trustees
- Review rules for executive sessions
- Ono-board new staff and trustees with key documents (budget, strategic plans, Board by-laws, OMRA rules) and schedule time to introduce to board and staff
- Develop staff org chart, annual goals for director and trustees, perform six-month performance reviews with director and self-review among board members
- Maintain rolling statistics on monthly usage and memberships

Minutes and Treasury

No minutes were available from November meeting; they will be reviewed in January meeting. Treasury: monthly bills totaling \$3,060.02 were presented. On a motion by Amy Connelly and seconded by Paul Hamilton, the Board unanimously approved the Treasurer's reports and authorized the Treasurer to pay the bills as presented for December. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Director's and Children Librarian's reports

H. Dunn sent the report via email earlier in the day. No comments or questions. J. Sirak reported that the children programs are going well. An outreach to the Latinx community through Fisherman's Mark is continuing. The Teen Advisory Board created literacy bags to distribute with food offerings from the local food pantry. A teen event is planned for January. The Birdhouse Gallery will provide a music event in February, and the Thomas the Tank event will be Feb. 29, 2020.

Correspondence

We received an email from a local reporter asking for more details on the Library's capital request and 5-yr program. We agreed that A. Connelly and S. Volmer will draft an initial response to the questions posed by the reporter, and review with the board in January.

2020 Budget

The board reviewed the 2020 proposal and has made further changes.

It is important to note that we are proposing to use reserves to fund 2020 operations. We expect our 2020 expenses to exceed total income (tax allocation and donations) by \$12,000.

Major changes to the first 2020 budget draft include:

We expect to receive about \$10K more in tax funds based on assessed values.

In response to our community survey, we want to fund a part-time adult program librarian. We will increase salary expense by \$10K and allocate \$4k for adult program materials.

We are budgeting \$10K for design consultant to help prepare proposals for NJ Library Construction Act submission and to help with interior layout of the library.

We are increasing our budget for e-platform by \$6K. This includes \$2K for digitization of the Beacon up until 1920s, and \$2400 for pay-per-use cloud library.

Since we are planning to spend reserves in 2020, no action was taken on the budget due to absence of three board members. Operations will continue and the Board will finalize the 2020 budget by February 2020 meeting.

5-yr Plans

Amy Connelly had sent an email on 06Dec2019. She and S. Volmer presented the highlights of the community survey, staff input and visioning sessions. We want to have one more staff meet and greet this year.

We agreed that we want to move quickly to identify projects to develop and submit for funding under NJ Library Construction Bond. We will discuss these projects and other parts of 5-yr plan in detail at the January meeting. We agreed to devote up to 75 minutes to this at January meeting.

There were no further discussions and no further actions were taken.

Adjournment: A motion was made by Matt Larkin, seconded by Amy Connelly, to adjourn at 9:03 PM. An affirmative voice vote was taken in favor of the motion by all members present.
MOTION CARRIED.

Respectfully submitted by Matt Larkin.