

**Trustees of the Lambertville Free Public Library**  
**Minutes December 8, 2020**  
**Lambertville Free Public Library**  
**6 Lilly St, Lambertville, NJ 08530 6PM**  
**Meeting was held Virtually via zoom**

The meeting of the Trustees of the Lambertville Free Public Library was called to order at 7:04 PM by Matt Larkin. In addition to Mr. Larkin present were Trustees, Jacqueline Sornstein, Stephanie Volmer, Karen Riedeberg, Amy Connelly, Rose King, Albert Bauer, Paul Hamilton and Library Director Jen Sirak. Absent was Maureen Smyth.

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.

Matt Larkin was the host for the zoom meeting and explained how a zoom meeting works, including public comment.

**Presentation of the Minutes:** Minutes from the November 10, 2020 meeting were reviewed. On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved the November, 2020 minutes. An affirmative voice vote was taken in favor of the motion by all members, with Paul Hamilton abstaining. MOTION CARRIED.

**Treasury Report:** On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved the payment of bills as amended to include \$360 to Trina Bardusco. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED. The IRS 990 was filed in the extension period but it was not recognized by the IRS so the library has received a penalty of over \$2,500. Auditor has told us this is an issue that is happening to a number of clients due to the shutdown. Paul is working with the auditor to have them deal directly with the IRS to ensure this gets resolved favorably for the library. In the draft resolution of the procurement card the City amended theirs to approve payments to avoid finance charges and to keep up with the billing cycle. No single expenditure can exceed 15% of the bid threshold. On a motion made by Matt Larkin and seconded by Paul Hamilton, the Board moved to set up a procurement card (aka P Card), to work with the City of Lambertville to get Jen Sirak bonded and to pay bills in a timely manner to ensure bills get paid without interest regardless of the timing of board approval. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Director's Report:** On a motion made by Matt Larkin and seconded by Amy Connelly, the Board moved to adopt the wage guide as presented by Jen Sirak at the November meeting for 2021. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Trustee Committee Reports:**

**Policy & Personnel**-meeting was focused on objectives for the Library Director for 2021. Will meet with Jen Soral to review and revise. Planning on a larger policy manual. Working on library application to have employees have background checks as they work with children.

**Communications-** Toni Morrison Book Club event will be held on 1/21/2021. All 4 authors will attend the event. They are hoping for an interactive zoom instead of a webinar format. A flier to announce the event is being prepared. Event will be free and open to the public.

**Correspondence-** A few community members have expressed interest in Amy Connelly's seat on the board.

**Public Participation-**

**Board Member-** Tonight was the last meeting for Amy Connelly. The board thanks Amy for all of her hard work and dedication to the Lambertville Free Public Library, including but not limited to the 5 year plan, the mission statement and the Trustee Roles and Responsibilities. Amy will be missed and the board wishes her much success in her future endeavors!

**Adjournment:** A motion was made by Matt Larkin, seconded by Amy Connelly, to adjourn at 8:46 PM. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted by Jacqueline Sornstein.