

**Trustees of the Lambertville Free Public Library**  
**Minutes November 10, 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 7:42 PM by Matt Larkin. In addition to Mr. Larkin present were Trustees, Jacqueline Sornstein, Stephanie Volmer, Karen Riedeburg, Amy Connelly, Rose King, Albert Bauer, Maureen Smyth and Library Director Jen Sirak. Treasurer Paul Hamilton was absent.

In compliance with the open public meeting act, it was announced that this was the November 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 October 13, 2020 meeting were reviewed. On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved the October, 2020 minutes. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Treasury Report:** On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved the payment of bills as presented. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Director's Report:** Presented by Director Jen Sirak

Move to Surpass Cloud online library catalogue system scheduled for late November, cost of \$1,093.33/a year. IT consultant will assist with purchase of new technology from Dell (two staff computers and bookkeeper's laptop through Dell state contract, plus a new public printer and tablet for taking inventory). Heating and ventilation systems in process of being cleaned and serviced. Outside lights being repaired. Staff training continues. There were 42 participants in the October Beanstack challenge. On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved allocating no more than \$1,200.00 for the services of the Brooklyn Design Factory, to assist with design and branding for the new website and other modes of communication. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Trustee Committee Reports:**

**Facilities-** Discussed maintenance and renovation priorities to assist city with capital planning. On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved designating \$200K in the money-market account as capital-improvement reserve funds and to reserve \$50K in the operating funds for technology upgrades, staff training, and new program seed funding. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Policy-** Discussed necessity of trustees to document at least seven hours of trustee training in 2020. Discussed goal of diversifying the board and whether trustees need to be US citizens. On a motion by Matt Larkin and seconded by Amy Connelly, the Board unanimously approved the updated bylaws. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Community Relations-** Discussed adult programming event centered on *The Toni Morrison Book Club* and decided to move the book/author event to January.

**Correspondence-** Correspondence confirming the annual donation of \$1,000 from Lloyd and Sally Davis.

**Public Participation-** Bart Thurber requested that public documents discussed at meeting be made available before the meeting on the city website or during the meeting via Zoom chat.

**Adjournment:** A motion was made by Matt Larkin, seconded by Amy Connelly, to adjourn at 9:23 PM. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted by Jacqueline Sornstein.