

**Trustees of the Lambertville Free Public Library**  
**Minutes March 9, 2021**  
**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 7:12 PM by Matt Larkin. In addition to Mr. Larkin present were Trustees, Stephanie Volmer, Karen Riedeburg, Maureen Smyth, Albert Bauer, Paul Hamilton, Ricardo Zapata and Library Director Jen Sirak.

In compliance with the open public meeting act, it was announced that this was the March 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 February 9, 2021 meetings were reviewed. On a motion by Matt Larkin and seconded by Albert Bauer, the Board unanimously approved the 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 Albert Bauer, the Board unanimously approved the payment of bills. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

On a motion by Matt Larkin and seconded Albert Bauer, the Board unanimously approved the transfer of 60K from the library's operating account to the capital account, both accounts maintained by the Bank of Princeton and in accordance with state laws, while maintaining a permanent operating reserve of 50K. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED

**Director's Report:** see attached.

On a motion by Matt Larkin and seconded Albert Bauer, the Board unanimously approved paying David Vinjamuri of ThirdWay Brand Trainers a fee of \$3,500 for a space audit of the library. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

On a motion by Matt Larkin and seconded Albert Bauer, the Board unanimously approved paying Mejia Painting a fee of \$3,500 for interior and exterior painting and power-washing tasks. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

On a motion by Matt Larkin and seconded Albert Bauer, the Board unanimously approved allocating 5K from the capital account for website development and communications strategic planning. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

On a motion by Matt Larkin and seconded Albert Bauer, the Board unanimously approved adopting the proposed staff holidays and early closings. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

**Trustee Committee Reports:**

**Policy & Personnel-** Working on a draft of a policy and personnel manual for staff. Using the city's document as a boiler plate.

**Finance & Facility-** Discussed importance of spending assets now in order to invest in library long-term, as we launch new website, new programming, new library brand. On a motion by Matt Larkin and seconded Albert Bauer, the Board unanimously accepted the library's 2021 budget. A roll-call vote was taken in favor of the motion by all members. MOTION CARRIED.

**Community Relations:** Committee reported working on three goals, drawing on its mission as outlined in the five-year plan: 1. Revising the community survey to target the LatinX community, which was under-represented during the 2019 survey; 2. Launching a small, targeted fundraising campaign, perhaps to purchase a new book dropbox; 3. Building up adult programming, including an April event in collaboration with UPenn's Andrea Mitchell Center for the Study of Democracy.

**Correspondence:** Bart Thurber

**Adjournment:** A motion was made by Matt Larkin, seconded by Albert Bauer, to adjourn at 9:10 PM. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted by Steph Volmer.