

Trustees of the Lambertville Free Public Library
Minutes May 12, 2020
Lambertville Free Public Library
6 Lilly St, Lambertville, NJ 08530 7PM
Meeting was held Virtually via zoom

The meeting of the Trustees of the Lambertville Free Public Library was called to order at 7:03 PM by Matt Larkin. In addition to Mr. Larkin present were Trustees, Paul Hamilton, Evan Straley, Jacqueline Sornstein, Stephanie Volmer, Karen Riedeburg and Children's Librarian Jennifer Sirak. Absent was Amy Connely.

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

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

Presentation of the Minutes: Minutes from the April 14, 2020 meeting were reviewed. On a motion by Matt Larkin and seconded by Paul Hamilton, the Board unanimously approved the April 14, 2020 minutes with Karen Riedeburg abstaining. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED. Minutes from the April 28, 2020 meeting were reviewed. On a motion by Matt Larkin and seconded by Paul Hamilton, the Board unanimously approved the April 28, 2020 minutes with Evan Straley abstaining. An affirmative voice vote was taken in favor of the motion by all members. MOTION CARRIED.

Presentation of the Treasurer's Report: On a motion by Matt Larkin and seconded by Paul Hamilton, the Board unanimously approved the Treasurer's reports and authorized the Treasurer to pay the bills as presented for April. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Director's Report: Presented by acting Director Jen Sirak. We are working with Comcast to upgrade the library internet. Our router is old and not working correctly so though we have a higher speed of internet coming into the library we weren't able to utilize it. Verizon DSL phone and internet is slow. Got a new Comcast router. Need to replace Comcast lines but no techs are coming out during Covid 19 shutdown. Phone service is outdated too- we are still getting charged for long distance calls. \$750 for licenses and software to upgrade all computers to MS 2019. We use the residential program for public computers and the upgraded ones for library use. Need to upgrade some machines to windows 10. Antiviral software also needs to be updated. Server is 5-6 years old which causes issues for e-book use as it crashes frequently. Upgraded internet might help. If not may need to upgrade server. On a motion by Matt Larkin and seconded by Paul Hamilton, the Board unanimously approved Jen Sirak to continue working on Comcast service issues and authorized her to approve work not to exceed \$4,000. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Elevator is not working correctly. Kencor wants to inspect in June and we will have them look at it then.

We can offer virtual library cards without proof of residency for e-books until we re-open and then if patron has proof of residency they can get a library card. If not they can pay to join library if they choose. We can offer this to South students now. Website will take a few more weeks

Re-Opening of Library: NJ State Library has issued best practices for opening. We have taken that and started to craft a plan for our library. We can not move to Phase 2 until we get supplies such as masks and gloves. Also hand sanitizer and hand washing procedures. Matt Larkin wants the CDC to be main source to determine our procedures.

Library Director: Discussion of what LFPL board is looking for in a Director.

Next Meeting: Scheduled for May 26, 2020 via zoom

Public Participation-

None

Adjournment: A motion was made by Matt Larkin, seconded by Paul Hamilton, to adjourn at 9:02 PM. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted by Jacqueline Sornstein.