PLAINSBORO LIBRARY BOARD MEETING MINUTES
Date: June 7, 2022

Meeting details
- The meeting was conducted in the History Room at the Library.
- Attendees: Rishi Agarwal, Debbie Brett, Mayor Peter Cantu, Allan Johnson, Karen Kennedy, Rekha Rao (via remote access), Vince Vecchia, Peter Wong
- Also in attendance were Director Darren Miguez and Assistant Director Nick Olimpaito
- The meeting was announced in compliance with the Open Public Meetings Act. The meeting was publicized on the library’s bulletin board, web sites for the Library and the Township, and in the Home News Tribune. Notices were posted on June 2nd.
- Rules for public participation were read by Board President Karen Kennedy. No members of the public were present.
- Call to order: 7:02 pm; Adjourn: 8:05

Board Decisions

<table>
<thead>
<tr>
<th>Decision Items discussed and approved</th>
<th>Moved by</th>
<th>Seconded by</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2022 minutes approved</td>
<td>Peter W</td>
<td>Vince</td>
</tr>
<tr>
<td>Bill list approved for a total of $181,829.80</td>
<td>Rishi</td>
<td>Debbie</td>
</tr>
<tr>
<td>Motion to approve proposed amendments to the by-laws</td>
<td>Rishi</td>
<td>Rekha</td>
</tr>
<tr>
<td>Motion to approve proposed donation and gift policy</td>
<td>Peter W</td>
<td>Karen</td>
</tr>
<tr>
<td>Motion to table proposed donation and gift policy</td>
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<tr>
<td>Motion to open the meeting for public comment</td>
<td>Debbie</td>
<td>Rekha</td>
</tr>
<tr>
<td>Motion to close public comment (no members of the public were present)</td>
<td>Rishi</td>
<td>Vince</td>
</tr>
<tr>
<td>Meeting Adjournment</td>
<td>Rishi</td>
<td>Peter W</td>
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Minutes
- Minutes of the April meeting were approved without discussion, with Rishi abstaining.

Treasurer’s report/Bill list
- Vince reported that we are now five months through the year.
  o Revenue for the year to date is at 41.2% of budget.
  o Expenses are at 45.5% of budget, given front-loading of certain bills and payment of the pension fund bill last month.
  o During the summer, the Foundation will reimburse the Library for summer program expenses.
  o The April township bill was paid.
  o In response to a question, Vince and Nick noted that Veolia Water is the new name for Suez Water.
  o The bill list in the amount of $181,829.80 was approved unanimously.
Foundation report
● The Foundation board did not meet the previous week (as was planned), due to illness for one of its members.

YES Project Update
● The KSS team will be coming in on June 1st. They are now recommending an innovative approach to ceiling lighting on the 3rd floor that will save money.
● KSS has identified maintenance items that will need attention.
● Rock Brook will be discussing plumbing and electrical issues.
● The township may pay for part of these items. More information will be available at our next meeting or in mid-June.

School Report
● No report this month, as Allan was not able to attend the meeting.

Director’s Report
● Darren mentioned the award that the Library received from the New Jersey Library Associations for our marketing efforts.
● He is awaiting a background check for a new part-time circulation staff person. A long-time staffer (Allison Durner) is leaving.
● The library insert in the Township’s quarterly report is an $1,800 expense per quarter. In discussion, Karen stated that she believes we should continue to include the insert regardless of cost. Darren will look into why the cost is so high.
● Maureen Langley is monitoring the effects of going fine-free. Anecdotally, staff feels that the new program will generate positive reaction. Darren will prepare a report on the new policy’s impact after four months.
● In response to a question, Darren indicated that children’s programming has been expanded using volunteers from the community in lieu of the two part-time staff persons who used to run musical storytime. Attendance is still below what it used to be due to parental concerns about Covid and gatherings for small children who could not yet be vaccinated.

Old Business
● Karen, Darren, and Debbie have continued to work on revisions to the by-laws.
● We need to add provisions that allow remote access when it is impossible to meet in person, and for board members to participate if they are unable to attend an in-person meeting.
● Rehka asked if we could have a Zoom option for every meeting.
  o Vince questioned this, due to the need to publish a notice of this, with a link, in advance.
  o Karen did not support a Zoom option for every meeting.
  o Darren said that state library lawyers did not want a Zoom option to be open to the public – only for library trustees.
● We also presented a first draft of an ethics policy that would be referenced in the by-laws (see New Business).
• Revisions to the by-laws were approved, with Rehka abstaining.

**New Business**

• Darren presented a draft of a new donations and gifts policy.
  o Vince commented that bequests may best be managed through the Foundation.
  o Rehka asked about the reasons for taking donated items. Some can be sold, raising funds for the library, as is the case with monthly book sales we held prior to the pandemic.
  o The Board members in attendance voted unanimously to table the discussion regarding donations and gifts until a final version of the policy is presented.

• Darren then presented a draft ethics policy for board members. A unanimous decision was made to table this item so board members have more time to review the proposed policy.

**Public Comment Period**
The public comment period was opened, but because no members of the public were present, it was immediately closed.

The meeting was adjourned at 8:05 PM.