PLAINSBORO LIBRARY BOARD MEETING MINUTES

Date: July 12, 2022

Meeting details

- The meeting was conducted in person and over Zoom.
- Attendees: Allan Johnson, Karen Kennedy, Rishi Agarwal, Vince Vecchia, and Rekha Rao
- Also in attendance were Director Darren Miguez, Assistant Director Nick Olimpaito
- The meeting was announced in compliance with the Open Public Meetings Act. It was publicized on the library’s bulletin board, web sites for the Library and the Township, and sent to the Home News Tribune.
- No members of the public were present
- Architect Ed Klimek from KSS Architects attended over Zoom
- Call to order: 7:03 pm; Adjourn: 8:26pm

<table>
<thead>
<tr>
<th>Decision Items discussed and approved</th>
<th>Moved by</th>
<th>Seconded by</th>
<th>Abstained</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2022 minutes approved</td>
<td>Rishi</td>
<td>Allan</td>
<td></td>
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<tr>
<td>Bill list approved for a total of $191,280.91</td>
<td>Alan</td>
<td>Rishi</td>
<td></td>
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<tr>
<td>Motion to open the meeting for public comment</td>
<td>Alan</td>
<td>Rishi</td>
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<tr>
<td>Motion to approve donation and gift policy as amended</td>
<td>Rishi</td>
<td>Vince</td>
<td>Alan</td>
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<tr>
<td>Motion to close</td>
<td>Rishi</td>
<td>Rekha</td>
<td></td>
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<tr>
<td>Meeting Adjournment</td>
<td>Vince</td>
<td>Rishi</td>
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Minutes

- Minutes of the June meeting were approved.

YES Project Steering Committee Report

- Darren introduced Ed Klimek (architect) from KSS Architects to discuss the proposed plan for the third-floor renovations.
- Ed showed the board members the current revision of the new layout. He talked about the addition of a removable glass partition at the meeting conference room to open up the space, update finishes, replacing the carpet with linoleum, and ceiling changes which would have less impact but more savings; he also discussed doing an energy analysis for future proofing and future relamping of the library’s lighting to save energy and decrease utilities bills.
- Regarding the construction budget, Ed said to plan on being 50% on top of the estimated budget
- There was a discussion about modular furniture which would be very flexible and a reduction in stacks to allow for seating
- Alan asked about mobile bookcases and questioned whether linoleum would be good for sound control; Ed said he would look into that
Karen asked about inflation and its associated delays but Ed said that costs for construction seems to be stabilizing.

Karen also asked whether this project would focus on tweens by looking out 5 years from now; Darren said the project was designed to last for 4-5 years.

Rishi asked about space for all books and if we could reuse existing bookshelves. Ed said that they plan to reuse stacks and just rewrap them; existing ceiling is also being reused.

A group discussion ensued about the space, plan, its objectives and the flexibility the plan offered.

Treasurer’s report/Bill list

- Vince reported that increased expenses were because pensions were paid upfront.
- State funding was pulled back significantly so certain expenses now have to be paid out of pocket.
- Request was made to add an additional column to the bill list that would show a comparison to the previous year.
- No unusual items were seen in the bill list.
- The bill list was approved unanimously.

Foundation report

- After the Mayor pitched the project to State Senator Linda Greenstein and asked for this to be included in the budget, the State approved $350k for the YES Project.
- Princeton University has donated $50k.
- Robert Wood Johnson has donated $100k.
- $2k was donated by Walker Gordon Farm.
- All this has resulted in over $1mm collection for the project.

Old Business

Donation and Gift Policy Update

There was a general discussion on bequests, trusts, life insurance and other gifts and whether to approve or remove certain provisions within the donation and gift policy. Initially, the board members wanted to either table the discussion or introduce a motion to discuss the proposed policy. However, the board members agreed to approve the motion as amended.

The meeting was adjourned at 8:26.

Submitted by Rekha Rao, Board Member