PLAINSBORO LIBRARY BOARD MEETING MINUTES
September 6, 2022

Meeting details
- The meeting was conducted in person.
- Attendees: Rishi Agarwal, Debbie Brett, Mayor Peter Cantu, Allan Johnson, Karen Kennedy, Vince Vecchia, Peter Wong, and Katy White
- 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 in the Home News Tribune.
- Karen read the rules for public participation.
- Call to order: 7:03 pm; Adjourn: 7:58pm

Board Decisions

<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>August 2022 12th regular meeting minutes approved</td>
<td>Rishi</td>
<td>Allan</td>
<td>Peter C, Debbie, &amp; Karen</td>
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<tr>
<td>Minutes of the August 22nd special meeting approved as amended</td>
<td>Katy</td>
<td>Debbie</td>
<td>Peter W</td>
</tr>
<tr>
<td>Bill list approved for a total of $149,870.93</td>
<td>Allan</td>
<td>Rishi</td>
<td></td>
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<tr>
<td>Motion to combine and rename certain capital accounts</td>
<td>Allan</td>
<td>Katy</td>
<td></td>
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<tr>
<td>Revised Circulation Policy and COVID Precautions Policy</td>
<td>Peter</td>
<td>Debbie</td>
<td></td>
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<tr>
<td>Motion to close the meeting and open the public comment session (no members of the public were present)</td>
<td>Vince</td>
<td>Peter C</td>
<td></td>
</tr>
<tr>
<td>Motion to close public comment</td>
<td>Rishi</td>
<td>Debbie</td>
<td></td>
</tr>
<tr>
<td>Meeting Adjournment</td>
<td>Debbie</td>
<td>Allan</td>
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Minutes
- Minutes of the August 12th regular meeting were approved.
- Minutes of the August 22nd special meeting were approved as amended.

Treasurer's Report and Bill List
- Vince reported that we are no 2/3 through the year. Income has tracked at 66.7% through August.
- We have spent more than 2/3 of budget so far for certain line items. Of note is spending for legal services, which will be discussed in a future executive session.
- Spending for salaries and benefits is now in line with the budget.
- The Foundation will reimburse us for certain expenses associated with the summer reading program.
- Vince noted that % of the annual budget goes to salaries and benefits. Utilities are the 2nd largest expense category. Only 10-12% of the total budget goes to discretionary items.
The bill list was approved in the amount of $149,870.93. In response to a question, Vince indicated that the LMXAC bill is paid quarterly.

**Foundation Report**
- No additional major donations have been received since the Foundation Board’s last meeting.
- Thank-you letters were sent to donors.
- The Board talked about doing another cricket match; Sashi was going to work on it. However, uncertainty regarding COVID made the Board hesitant to approve the effort that would be required to plan another match at this time.

**YES Project Report**
- Ed Klimek is working on revised plans. The Library Board may need to hold a special meeting to review the new plans.
- Once the new plans are approved and documents prepared, the project can go out for bids.
- Rising construction costs are a concern. Allan mentioned that all bids received for planned construction work at High School North were rejected as being above budget.
- Vince said we won’t know till the 1st quarter of 2023 how economic conditions will affect the cost of the scaled-down YES project.
- Karen mentioned the need to install sound dampening materials. She also asked about the potential to save $$ on utility costs by revamping lighting; LED installation is eligible for a grant through PSE&G.

**Director’s Report**
- Darren was unable to present a report on the “fine free” program because a staff member at LMXAC was on vacation.
- Nick voiced dissatisfaction with the cleaning contractor and said that the situation is getting worse.
  - We can’t find a part-time employee to provide oversight.
  - Darren said that we would need to pay a lot more to get better service given the current labor market.
  - Allan said that the school district outsources cleaning. He feels that hiring more in-house staff won’t yield better results.
- Joyce concluded the computer classes for seniors that she held at the Rec Center. There will be a presentation at Windrows on October 7th.

**Old Business**
- Revised Circulation Policy and Covid Precautions Policy (as discussed at the last Board meeting) were approved unanimously.

**New Business**
- Some discussion on part-time cleaner to supplement or perform work. Possibly price prohibitive.
- We discussed combining and re-naming some of the library’s bank accounts for greater clarity.

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<tr>
<th>CURRENT INTERNAL DESIGNATION</th>
<th>PROPOSED INTERNAL DESIGNATION</th>
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<tr>
<td>LAKELAND MONEY MARKET</td>
<td>CAPITAL PLAN LAKELAND</td>
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<td>LAKELAND CHECKING</td>
<td>OPERATING CHECKING LAKELAND</td>
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<tr>
<td>LAKELAND SAVINGS</td>
<td>OPERATING SWEEP ACCOUNT LAKELAND</td>
</tr>
<tr>
<td>CASH MGMT (TO BE CLOSED)</td>
<td>CAPITAL PLAN STATE CASH MGMT</td>
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- Changed name of Lakeland Money Market to Capital Plan Lakeland.
- Will close Capital Plan State Cash Management Account; will merge funds into Capital Plan Lakeland.
- All of these accounts are FDIC insured up to $250,000.

- Karen indicated that Board members have already met the requirement for 8 hours of training (either individually or as a group) in 2022. Peter recommended that we wait to hold a Board retreat in 2023.

Public Comment
- No members of the public were present.

The meeting was adjourned at 7:58pm

Submitted by Debbie Brett, Secretary