Meeting details

- The meeting was conducted in person.
- Attendees: Rishi Raj Agarwal, Debbie Brett, Peter Cantu, Allan Johnson, Karen Kennedy, Rekha Rao, Vince Vecchia, Katy White, Peter Wong
- 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, and on web sites for the Library and the Township at least 48 hours prior to the meeting. Also publicized in the Home News Tribune.
- Karen read the rules for public participation.
- Call to order: 7:00 pm; Adjourn: 8:19 pm

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>October 11, 2022 meeting minutes approved</td>
<td>Vince</td>
<td>Peter W</td>
<td>Peter C, Katy, Rekha</td>
</tr>
<tr>
<td>Bill list approved for a total of $162,228.56</td>
<td>Peter C</td>
<td>Debbie</td>
<td></td>
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<tr>
<td>Acceptance of KSS proposal for disassembling and storage of shelving on the 3rd floor (YES project)</td>
<td>Katy</td>
<td>Rekha</td>
<td></td>
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<tr>
<td>Motion to close the meeting &amp; open the public comment session (no members of the public were present)</td>
<td>Rekha</td>
<td>Rishi</td>
<td></td>
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<tr>
<td>Motion to close public comment</td>
<td>Peter W</td>
<td>Debbie</td>
<td></td>
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<tr>
<td>Motion to open Executive Session</td>
<td>Vince</td>
<td>Peter C</td>
<td></td>
</tr>
<tr>
<td>Motion to close Executive Session</td>
<td>Rishi</td>
<td>Katy</td>
<td></td>
</tr>
<tr>
<td>Meeting Adjournment</td>
<td>Debbie</td>
<td>Rishi</td>
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Minutes

- Minutes of the October 11th meeting were approved with no corrections.

Treasurer’s Report and Bill List

- Vince reported that income through October (10 months) was on target at 83.2% of budget.
- Spending on collection development has been below budget to date but will catch up before the end of the year.
- Spending on utilities and physical plant are up (not surprising); legal fees are also over budget estimates.
- The Foundation Board approved the reimbursement to the library for summer program expenses, but we have not yet received the funds; we may have to reallocate funds from other sources if the payment is further delayed.
● We received the state grant of $350,000 for the YES project. It is listed on the balance sheet as a deferred liability to be applied to the cost of construction. It is shown as an asset in the Capital Plant account at Lakeland Banks.
● The bill list was short. We did not receive funds from the Township, but Nick accrued the revenue. The bill list was approved unanimously in the amount of $162,228.56.

Foundation Report
● The Foundation’s sub-group working on the YES project met last Thursday (October 6th); however, the full Foundation Board has not met since the library trustees last met in October.
● Work is proceeding on this year’s annual appeal. A stamped, self-addressed envelope will be included with the appeal solicitation letter this year. Venmo is accepted for payment of donations.

YES Project Report
● The architects are getting input from the Township’s code officers.
● The Library Board will hold a special meeting to review the new plans. Our Board must approve the project before it goes out for bids. Peter Cantu stated that the Library Director will have overall responsibility for the project once it is finalized.

Director’s Report
● We had only one bidder on the proposed contract for part-time cleaning services and their bid packet was faulty, so the library will hire a part-time staff person to fill this role.
● Darren attended and spoke at a Diwali event hosted by HindiUSA.
● A teacher from the Princeton Public Schools has published a new book and will give a talk at our Library.
● Darren reviewed the statistics on use of various library materials based on circulation data. Vince asked if statistical reports in 2023 could include a comparison between pre-Covid 2019 and current usage.
● Darren wants to increase use of the self-checkout system. We need to learn more about how checkouts compare with pre-Covid usage.
● Board members want to know the extent of inter-library loan checkouts from LMXAC members versus our own library collections.
● Darren noted two additional libraries (Clark and Westfield) have joined the LMXAC system.
● He would like to see reports on the number of unique users of databases, not just the number of logins.
● Regarding the draft 2023 budget:
   o Rishi wanted to know if we are buying databases that aren’t being used. He also asked if LMXAC has been the target of any ransomware attacks.
   o Morningstar may have been targeted; their reporting mechanism has been inaccurate since late summer and has not been fixed.
   o We received $12,400 in state aid this year – higher than estimated by about $2,000.
The big budget issue for 2023 will be the 24% increase in the cost of health insurance benefits for staff. Some Library employees may have changed their health insurance plans.

Overall between Pension and Health benefits have increased $78,000 over the last two years.

The new part-time cleaner was not part of the 2022 budget but will be next year.

We also stopped using teen volunteers to do shelving because they weren’t coming in as promised and their quality of work as lacking. Shelving is eating up staff time; it is not cost-effective to use higher-paid librarians to do this. Darren proposes budgeting for two minimum-wage part-timers (15 hours a week each) to do this work.

As indicated last month, the Township recognizes higher costs for Library operations, but is not inclined to give us more budget resources because we already receive more than the minimum millage.

As a result, we will have to cut funding for collection development—buy fewer books, cut back on subscriptions and online reference databases.

Darren will look into whether LMXAC requires us to buy a minimum number of new books each year.

Mayor Cantu believes that the state should provide more funding.

The preliminary budget is due to the Township by November 18th, after which Darren will meet with Greg. The Board will not vote before we have a final budget.

Darren presented an idea for increasing revenue—offering a passport program.

We would accept first-time passport applications (including taking photos) but would not process applications for renewals.

We would have to buy equipment and pay for mailing as well as purchase cameras.

Rishi asked for more information on what fee-generating services are being offered by other libraries. Allan asked if we could rent out space for a small business center. Darren was not optimistic on the financial impact of those revenue streams vs. passport income. There would be security issues, and our basement space would need work done to make it usable. East Brunswick had a small business center that was eventually replaced with a makerspace. We would need to investigate their experience and whether it generates significant income.

Old Business — None

New Business

In budgeting for the YES project, the estimates did not include the cost of dismantling existing shelving units and storing them.

Ed Klimek gave Darren an estimate of $11,500.

The proposal was unanimously approved by the Board.

Karen appointed Debbie and Rekha as the nominating committee to propose a slate of Board officers for 2023. They will report on a slate at the December meeting.

Public Comment
The meeting was opened for public comment at 8:11 PM. As no members of the public were present, the public comment period was closed at 8:12 PM.

**Executive Session**

- A motion was made at 8:13 PM to adjourn to Executive Session to discuss a personnel matter.
- Discussion was held regarding a separation agreement for an employee. Relevant details and potential terms were not provided. The Board requested that Darren discuss separation agreement options with the Human Resources Officer Jon Cochran and report back to the Board.
- The Executive Session was closed at 8:42 PM.

The meeting was adjourned at 8:43 PM.

Submitted by Debbie Brett, Secretary