PLAINSBORO LIBRARY BOARD MEETING MINUTES
March 7, 2023

Meeting Details

- The meeting was conducted in person.
- Attendees: Rishi Raj Agarwal, Debbie Brett, Allan Johnson, Karen Kennedy, Rekha Rao, Katy White, 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. It was publicized on the library’s bulletin board, and on web sites for the Library and the Township at least 24 hours prior to the meeting. The meeting was also publicized in the Home News Tribune.
- Karen read the rules for public participation.
- Call to order: 7:00pm, Adjourn: 8:37

Board decisions:

<table>
<thead>
<tr>
<th>Decision Items discussed and approved</th>
<th>Moved by</th>
<th>Seconded by</th>
<th>Abstained</th>
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</thead>
<tbody>
<tr>
<td>February 7, 2023 general meeting minutes approved</td>
<td>Allan</td>
<td>Rishi</td>
<td>Katy</td>
</tr>
<tr>
<td>Bill list approved for a total of $77,270.28</td>
<td>Rishi</td>
<td>Rekha</td>
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<tr>
<td>Motion to approve contract for Spiegel Consultants, L.L.C.</td>
<td>Rekha</td>
<td>Peter W</td>
<td>Debbie</td>
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<tr>
<td>Motion to open public comment</td>
<td>Rekha</td>
<td>Debbie</td>
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<tr>
<td>Motion to close public comment</td>
<td>Debbie</td>
<td>Rishi</td>
<td></td>
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<tr>
<td>Motion to close meeting to move to Executive Session</td>
<td>Peter W</td>
<td>Allan</td>
<td></td>
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<tr>
<td>Motion to move out of Executive Session</td>
<td>Rishi</td>
<td>Allan</td>
<td></td>
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<tr>
<td>Meeting Adjournment</td>
<td>Debbie</td>
<td>Rekha</td>
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Minutes:

- Minutes of the February 7th meeting were approved with no corrections.

Treasurer’s Report and Bill List

- In Vince’s absence, Nick reported we are 2 months through the year and 16.7% of budget. Interest proceeds are improving, as Nick got a negotiated a rate from Lakeland Bank at 2.96%. The state cash management fund now has an interest rate of 4.15% slightly ahead for the year.
- Debbie inquired regarding passport service payment options. Darren replied they require personal checks or money orders, and the library is averaging 40 passport inquiries per week. The $35 acceptance fee includes the mailing fee, so the library may send multiple passport applications in one package to save on overall postage.
- Rishi inquired about increased costs/inflation, in supplies, & labor, books, paper, and toilet paper. Darren replied we’re seeing about 5% inflation across all categories. The supplies increase is mostly due to passport service preparation from last year. Rekha noted two people in her community used our passport service and shared positive reviews. Also the electricity bill is definitely higher, however the warm winter helps with utility costs.
- Allan inquired about whether the passport services will have any additional fees, and Darren stated that all equipment and initial supplies were already paid for, and that the only expenses will be ongoing supplies for mailing and photography – the forms are free from the government.
- Nick noted that we’re 2 months into the year without a township bill; the township said they’re still working on contracts and to expect a bill next month.
- The bill list was approved unanimously in the amount of $77,270.28
- Regarding investments, Rishi inquired about whether it was possible for the library to invest in treasury bonds, and Allan stated the library cannot due to limits on taxpayer money investment options, but the Foundation can.
- Darren noted that after the YES Project is completed, he’d like to develop a plan for investment, and he’d like to have a plan in place by the end of the year.
- Nick noted that he and Vince are considering the Intrafi network for a CD as they have a higher interest rate than local banks – it is a network insured DDA sweep (ICS) with FDIC insurance

Foundation Report

- All thank you letters were sent from the last fundraising campaign – we received donations from as far away as Virginia and California. April is the next meeting where they will discuss funding for summer events and reading. The Friends of the Library did not have anything to report, however their treasurer picked up a donation check.

Director’s report

- Darren reviewed the Spiegel Consultants, L.L.C. proposal to provide construction management oversight for the YES project.
- Darren reviewed the passports report – the library’s end of month income for February was $6531.95, and applications were processed for many local as well as one from as far away as Cary, North Carolina. Online reviews of the service have been overwhelmingly positive.
- Karen inquired about our self-serve study room policies, having attended the legal issues for the library session. Darren stated that the library does have a meeting room policy and will send it to the Policy committee for additional review.

Old Business

- Budget: Township Union negotiations are ongoing, and so there are no updates to date. Normally union negotiations are in 3-year intervals for contracts, according to Nick. All raises will be retroactive to January 1st once the salary increase is finalized at township

YES Project Report

- Spiegel Consultants checked the current YES Project plans with staff at the township to ensure what is needed for bid specifications and anticipated having the final information required by
3/17/23 for the township attorney’s contract review. If there are no further changes, with the board’s approval, the library will start the bid process, with an anticipated late March/early April date.

**New business**

- Spiegel Consultants, L.L.C. proposal for project management includes checking construction work, verifying whether work has been done correctly to pay bills to contractors - authorizes payment and verifies bills.
- Rishi inquired as to how often Spiegel would be on site, and Darren stated they anticipate 3-4 days a week once the construction is ongoing, however they can arrange schedules based on the most impactful phases of construction including demolition, where the glass partition needs the most oversight. Spiegel’s other concern is procurement timing and funding – he is hopeful the funding is more than we need as materials have more availability this year vs. last year. They’re hoping construction will be complete by summer 2023. The library would pay Spiegel Consultants, L.L.C. when the project is completed and with the fixed cost variable, we can use their services as much as necessary. Rishi inquired about whether Spiegel would have weekly reporting for status updates as well as RFI’s with KSS; Karen stated weekly reporting will be included in the contract.
- Karen inquired as to what needs to go out to bid; Darren noted that specialized library services including an architectural project manager do not require public bids. Allan stated that contracting isn’t specialized, so it does need to go out to bid, nor do sole source providers.
- Rishi requested separate YES Project financials going forward, and Darren asked for what he’d like to see for the next meeting.
- The resolution to accept Spiegel Consultants, L.L.C.’s proposal for Construction Project Management in the amount of $32,000 with $16,000 due at 50% of completion, and $16,000 at completion, was presented and was approved with the addition of weekly correspondence.

**Public Comment**

- The meeting was opened for public comment. As no members of the public were present, the public comment period was closed.

**Executive Session**

- The meeting moved to Executive Session at 7:55.
- Personnel matters were discussed. The Board discussed the current personnel manual and documentation of disciplinary action as well as supervisory training.
- The Board reviewed the library’s organizational chart.
- Executive Session ended at 8:36.

The meeting was adjourned at 8:37.

Submitted by Katy White, Secretary.