PLAINSBORO LIBRARY BOARD MEETING MINUTES
August 1, 2023

Meeting Details

- The meeting was conducted in person.
- Attendees: 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 of Operations Nick Olimpaito, and Assistant Director of Public Services Maureen Langley
- 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: 7:00 pm; Adjourn: 7:47 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>Minutes of the July 2023 general meeting approved unanimously</td>
<td>Debbie</td>
<td>Rekha</td>
<td>Debbie and Allan</td>
</tr>
<tr>
<td>Bill list approved for a total of $270,162.03</td>
<td>Peter C</td>
<td>Vince</td>
<td>None</td>
</tr>
<tr>
<td>Motion to accept the revisions of the Notary Policy</td>
<td>Allan</td>
<td>Peter C</td>
<td>Karen</td>
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<tr>
<td>Motion to establish a new checking account at Lakeland Bank to be used to report on income and expenses for YES Project</td>
<td>Debbie</td>
<td>Rekha</td>
<td>None</td>
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<tr>
<td>Motion to open public comment (no members of the public were present)</td>
<td>Rekha</td>
<td>Debbie</td>
<td>None</td>
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<tr>
<td>Motion to close public comment</td>
<td>Vince</td>
<td>Peter W</td>
<td>None</td>
</tr>
<tr>
<td>Meeting Adjournment</td>
<td>Rekha</td>
<td>Allan</td>
<td>None</td>
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Minutes

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

Treasurer’s Report and Bill List

- We are seven months through the year for reporting purposes, at 58.3%.
- Some category spending is higher, for example automation, but the percentage will drop as we finish out the year.
- Physical plant spending is close to budget.
- Professional Services includes some YES Project monies which will eventually be accounted for in a separate line item for the project.
- Total supplies spending is high due to summer reading spending which will be reimbursed by the Foundation.
● 3.5% over for July in expenses, again anticipating a percentage decrease as we finish up the year.
● Regarding the bill list, township has not yet billed for July.
● The bill list includes installation of the new screen and audio system from AVS Installations.
● LibraryLinkNJ provides delivery service throughout the state and there is a shared cost reflected in this month’s bill.
● The Bill list, totaling $270,162.03, was approved unanimously.

Foundation Report
● The Foundation board met on 6/9/23 to discuss YES Project funding. There is a small difference between the budget and current allocations.

Director’s Report
● YES Project timeline: the signed contract has been returned and Darren is in the process of getting the final bonded and sealed plans. Anticipate a 2 week lead time to clear out the 3rd floor, and then set up the staging area, however Maureen stated that they have already weeded the third floor and normally the end of August post summer reading has somewhat slower traffic, so they will start packing other materials including crafts and science center materials to get ready to move to the basement. Want to use wheeled storage shelves so they can be moved in their entirety. The HVAC system in the basement is fully operational and they will post specific hours for basement use.
● The Friends are going to relaunch their booksale to also help move books out from the basement and of course to help benefit the library.
● Darren researched other comparable libraries’ book budgets to see if Plainsboro’s materials budget is sufficient. Based on his research, normally materials budgets are 8-20% of the overall budget. Currently Plainsboro is 6.6-7.1%, and this year with the launch of the passport service the percentage should be closer to 4.4% by the end of the year. Considering an increase for next year’s budgets. Vince was curious as to whether we could compare the number of programs Plainsboro runs vs. other libraries. Maureen stated she also wanted to compare the size of the service area. Debbie noted we should note Children’s vs. Adult programs as well.
● Passports: 3-4 month wait for passports currently at the state department.
● Friends of the Library: Friends are going to hold a membership drive to appeal to the public, and they will note the Friends in the upcoming quarterly township newsletter.
● With the resignation of Adam, who handled circulation and IT for the library, this may prompt a possible change to the open position.

Old Business:
● YES Project – Schedule is pending and so waiting on the procurement period timeframe, especially for custom pieces. The contract was signed and the plans were to be delivered 8/2 or 8/3.
● The quarterly township newsletter will also include details on the project to keep the public informed of the change. There will also be signage and updates in the weekly newsletter. Possible call for volunteers to help with IT and the movement of materials.
- Salaries: the township budget is still pending – next meeting is in early August.

**New Business**
- Notary policy revision: revisions include change to schedule to remove specific days for the service, to make the policy more equitable between staff. The notary service is provided as a basic service and based on other public libraries’ notary policies. Allan moved to accept the revisions of the notary policy and Peter C. seconded; Karen abstained.
- Staff day: Darren is currently planning the topics and will update next month.
- New Lakeland Bank checking account for YES Project to track monies more efficiently as the project starts was proposed in order to see what has been spent and what is remaining, including a monthly report. A resolution to establish a new account at Lakeland Bank for the YES Project was put forth by Debbie and Rekha seconded; none opposed or abstained.

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

The meeting was adjourned at 7:47 PM.

Submitted by Katy White, Secretary