PLAINSBORO LIBRARY BOARD MEETING MINUTES
July 11, 2023

Meeting Details
- The meeting was conducted in person.
- Attendees: Rishi Raj Agarwal, Peter Cantu, Karen Kennedy, Vince Vecchia, Peter Wong, Katy White
- Also in attendance were Director Darren Miguez, and Assistant Director of Operations Nick Olimpaito, and Assistant Director of Public Services Maureen Langley, as well as Cary Spiegel of Spiegel Consultants, LLC, via Zoom.
- 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: 7:02 pm; Adjourn: 8:09 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 June 2023 general meeting approved unanimously</td>
<td>Peter C</td>
<td>Vince</td>
<td>None</td>
</tr>
<tr>
<td>Bill list approved for a total of $197,510.91</td>
<td>Peter W</td>
<td>Rishi</td>
<td>None</td>
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<tr>
<td>Motion to engage M&amp;M Construction as the lowest bidder for the YES Project to construct the third floor renovations</td>
<td>Rishi</td>
<td>Vince</td>
<td>None</td>
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<tr>
<td>Motion to approve draft budget</td>
<td>Peter W</td>
<td>Katy</td>
<td>None</td>
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<tr>
<td>Motion to approve Program Policy</td>
<td>Katy</td>
<td>Rishi</td>
<td>None</td>
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<tr>
<td>Motion to approve Library of Things Policy</td>
<td>Rishi</td>
<td>Peter W</td>
<td>None</td>
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<tr>
<td>Motion to open public comment</td>
<td>Rishi</td>
<td>Peter W</td>
<td>None</td>
</tr>
<tr>
<td>Motion to close public comment</td>
<td>Peter C</td>
<td>Rishi</td>
<td>None</td>
</tr>
<tr>
<td>Meeting Adjournment</td>
<td>Rishi</td>
<td>Vince</td>
<td>None</td>
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Minutes
- Minutes of the June 6th meeting were approved with no corrections.

Treasurer’s Report and Bill List
- Funds were received from the Township for the first 6 months of the year.
- Total expenses are slightly over budget at 54.7% which is balancing out with passport revenue.
  - Salaries and benefits are at 50.3% and all pension payments are completed for the year.
Professional fees should cease for the rest of the year, which included the attorney review for the YES Project at 134%.

- The third quarter LMXAC bill was paid which included payment for digital books ($>19K)
- We are waiting for May and June billing from the Township; this month’s bill list includes April.
- A question was asked by a member of the public, Shehla Kulgod, regarding Passport revenue inquiring whether the amount was for the current full year to date. Noted it includes February-present as the roll out and marketing were simultaneous when the library was ready to provide the service, and the passport services expenses and revenue are not being tracked separately currently.
- The bill list, totaling $197,510.91, was approved unanimously.

Foundation Report
- The Foundation did not meet and therefore there was no Foundation report.

Director’s Report
- Darren reviewed the draft budget, which includes projected passport income based on the first few months of the service, plus increased revenue due to additional interest from the bank.
- The Summer Reading Learning challenge had a good turnout.
- In reviewing circulation and usage statistics, foot traffic and wireless usage is increased, ebook circulation is robust, study room usage is up, however physical material circulation is still down.
- Summer reading participation is high at 92% year over year for children’s participation, 100% year over year for adult participation, and teen participation is flat. Prizes are available for all participants.

YES Project Report
- Cary Spiegel from Spiegel Consultants LLC joined via Zoom to review the RFP responses before the vote on the contract award. M&M Construction was the lowest bidder, and they recently handled Fanwood Library’s new building as well as a renovation project at Rutgers University.
- A member of the public, Sahil Kulgod, asked whether any effort was made to enforce Minority/Women-Owned Business Enterprises standards in the bid process; Cary noted that the bid was written and approved by the township attorney in accordance to state statutes.
- The lowest bidder, EMY Solutions, rescinded due to an electrical pricing issue. The Township attorney Michael Balint is checking for recourse.
- A motion to engage M&M Construction as the lowest bidder for the YES Project to construct the third floor renovations was approved unanimously.
- The next step to get started is to schedule time with M&M Construction to discuss the schedule and start dates, and to determine timeframes on the longer lead items including millwork, so as to lessen the amount of time the third floor will be closed, and to adjust demolition dates accordingly.
New Business
• The revised draft budget projects $62K (currently $40K), and interest is adjusted up to $25K. Salary increases are still budgeted but will follow the Township as negotiations continue, but are budgeted at 2.5%. Passport income will supplement discretionary spending and databases.
  o Regarding the YES Project payments, Spiegel Consultants will oversee payment for finished work, but Vince will still be required to sign the checks. Currently there are 2 accounts with funding and ideally these could be consolidated to simplify the payment processes for the project.
  o Karen asked Darren to check to see how other libraries with foundations have paid for these sorts of projects.
  o A motion to approve the draft budget was passed unanimously.
• Program Policy was created to state the policies for staff and the public when events take place at the library, with or without programming partners, and to clarify when programs will use the meeting room but not be promoted by the library. The policy parallels the collection development policy.
  o Maureen will approve all programming with input from all public service staff. All programmers must have references and submit a budget.
  o The policy is the same for virtual and in-person events.
  o The policy does not include the art gallery which has its own policy.
  o The motion to approve the Program Policy was passed unanimously.
• Library of Things policy was created in conjunction with the “Level Up Your Library” grant that the library received post-Covid, to help the library engage new patrons. The museum pass program that the Friends of the Library co-sponsored is also part of this grant.
  o The policy includes a waiver to use the community collection of items including tools, hiking equipment, etc. Michael Balint, the library attorney included recommendations for the policy.
  o A survey was sent to library patrons to hear their feedback about what sorts of things would be helpful to borrow from the library.
  o The motion to approve the Things Policy was passed unanimously.

Public Comment
• The meeting was opened for public comment at 7:54. 3 members of the public were present – Sahil Kulgod, Shehla Kulgod, and Sadie Davis. Ms. Kulgod and Ms. Davis are members of the Plainsboro Friends of the Library, with 30 and 35 years of volunteer experience for the library respectively.
  o The Library board and the Friends discussed possibly holding a book sale in the near future in order to help clear the basement which will be used for children’s staffing as the YES Project commences.
  o Ms. Kulgod noted that as a 501 c3, the Friends normally receive a budget from the library director and create their budget based on the library’s budget – as the library is still working from a draft budget the 2023 Friends budget hasn’t been finalized yet. The Friends also need signed invoices for Sunday hours support.
Ms. Davis noted that the Friends need more volunteers and pre-Covid the teen volunteers would assist twice a week. Girl Scouts also helped, so new volunteers will be necessary to help reinvigorate the Friends.

A call for volunteers will be included in the next township insert, which has an August 8th deadline.

A motion to close public comment was made at 8:09 and was approved unanimously.

The meeting was adjourned at 8:09 PM.

Submitted by Katy White, Secretary