PLAINSBORO LIBRARY BOARD MEETING MINUTES
October 3, 2023

Meeting Details
- The meeting was conducted in person, with one remote attendee via Zoom (Peter Wong).
- Attendees: Rishi Raj Agarwal, Debbie Brett, 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: 8:23 pm

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>Minutes of the September 2023 general meeting approved unanimously</td>
<td>Allan</td>
<td>Vince</td>
<td>Rishi, Debbie, Rekha</td>
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<tr>
<td>Bill list approved for a total of $249,243.28</td>
<td>Debbie</td>
<td>Allan</td>
<td></td>
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<tr>
<td>Motion to pay MEP costs to Rock Brook in the amount of $9500</td>
<td>Allan</td>
<td>Rekha</td>
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<tr>
<td>Motion to approve up to the full amount of $105,495.07 less any Foundation contributions for WB Wood</td>
<td>Rekha</td>
<td>Rishi</td>
<td></td>
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<tr>
<td>Motion to close the library for 3rd floor relocation on 10/20/23.</td>
<td>Rishi</td>
<td>Debbie</td>
<td></td>
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<tr>
<td>Motion to open public comment (no members of the public were present)</td>
<td>Katy</td>
<td>Allan</td>
<td></td>
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<tr>
<td>Motion to close public comment</td>
<td>Debbie</td>
<td>Rekha</td>
<td></td>
</tr>
<tr>
<td>Meeting Adjournment</td>
<td>Rekha</td>
<td>Rishi</td>
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Minutes
- Minutes of the September 5th meeting were approved with no corrections.

Treasurer’s Report and Bill List
- The library is ¾ through the year. Income, expenses, and capital expenses are in line with the budget, and the categories that are under or overspent are not large.
- The Professional services line is still higher than budgeted; however we hope to have some balance due to salary savings by the end of the year.
- Insurance is also underspent.
• Legal fees are high for the year. Rekha asked if the library could take a 5 year average of legal fees. Darren and Nick explained that the library has to go out to bid for legal fees every year and they will look at the last 5 years’ of history. Vince noted that legal fees are hard to forecast and it’s possible to draw from reserves if necessary. Darren stated the library has budgeted $1062 on average since 2015, so he will review the actuals for the next meeting.
• No September bill was sent from the Township. July and August are included in the bill list.
• Pension spending is under for the year at 93.2%.
• The bill list, totaling $249,243.28, was approved unanimously.

Foundation Report
• The Foundation board was set to meet Friday to discuss the Furniture package as a gift to the library.

Director’s Report
• Darren discussed the Passport inspection by the oversight officer who stated she was very pleased with our facility. Last month we had an increase in traffic. Debbie inquired about the government shutdown threat and if it increased traffic; Darren stated that the Passport Center sent guidance that they will continue to process passports in a government shutdown.
• The Friends of the Library book sale was successful with 202 bags sold and revenue of $2003.75. In the next step to get ready for the YES Project, some teen volunteers will help with recycling. Allan noted that Middlesex County will provide a recycling dumpster and Nick stated he will call them to inquire.
• The library has a received an art bequest from Lionel Goodman, an art collector, including pieces from Michael Graves. There is one large painting and 3-4 prints.
• The Library Attorney RFQ creation is underway, as it’s an annual requirement as part of the library bylaws.
• The library will have to close for a day to prepare for the YES Project, either a half or full day closure.
• The Library of Things are being borrowed and Maureen noted some of the most borrowed items including a knife sharpener, sewing machine, ice cream machine, and power washer. Karen inquired as to whether the library would consider purchasing a carpet or upholstery shampooer. Knitting and crocheting kits are also popular (they do not include yarn).
• The seed library has also been a success and Karen stated she’s grown a number of food items from the library’s seeds in the Plainsboro Community Garden.

Old Business: None

New Business:
• The 2024 budget covers every obligation and fixed costs with no discretionary spending.
  o Current base salary is below the NJLA minimum.
  o All discretionary spending including books, databases, digital books, and programs are at zero in the budget.
Vince noted we cannot use reserves for the day to day operation of the library – it’s for projects only. The allotment that the township gives the library was originally closer to a half a mill but with inflation over the years, we are moving closer to a third of a mill. The library has received the same allotment for 11 years.

Rishi inquired as to whether the library could consider fewer open hours, or reorganization, to find ways to cut costs and spend within our current allotment.

Darren stated that cutting hours could limit the maximum revenue for passports as evenings and weekends are passport services popular times.

noted that a library of our size should be spending 8% on collections and the passport program helped this year, but unaware of any other revenue generating ventures that libraries can have.

Also discussed the Friends of the Library’s role as a fundraiser and advocacy group for the library.

Rishi suggested we schedule a different meeting for fundraising brainstorming.

Darren noted he has reviewed library budgets from Monroe and South Brunswick. Monroe has a township bond of $150K per year for books, and the library must keep those books for 5 years. South Brunswick has a 7.6% collection budget while Monroe has an 8.7% collection budget including the bonded books.

Debbie noted that the Township has received many grants recently for outdoor recreation.

Darren stated that passport revenue is averaging $7000 per month. Hoping for $10K next year with the extra month and the first 4 months typically account for 2/3 of the yearly income. The passports service brings new people into the library and offers more marketing opportunities. Debbie suggested we could ask for coupons from different local vendors for visitors for in kind donations.

• Board retreat will take place an hour before the normal December board meeting time, where we will hear from a speaker regarding book challenges.

• Rock Brook MEP requires a separate proposal to sign off on systems they helped develop, as KSS does construction administration and doesn’t have that capability. Rock Brook will create the punch list, do redesign work if the contractor can’t complete parts of the plan as it stands, mechanical engineering, and plumbing. Allan moved to pay MEP costs in the amount of $9500 to Rock Brook. Rekha seconded; and the motion passed unanimously.

• Yes Project furniture package: the furniture amount was not included in the loose equipment budget line as originally thought, and so an inquiry to the Foundation will occur on Friday to see if they could sponsor this spending. Rekha motioned to approve up to the full amount of $105,495.07 less any Foundation contributions for WB Wood; Rishi seconded; the motion passed unanimously.

• Third Floor closure: In preparation for the YES Project, the library will need to close to move materials from the third floor. A motion was put forth by Rishi to close the library for 3rd floor relocation on 10/20/23. Debbie seconded and the motion passed unanimously.

o Allan offered book carts from the school district for the library to borrow to help with the move.
Public Comment

- The meeting was opened for public comment at 8:22. As no members of the public were present, the public comment period was closed.

The meeting was adjourned at 8:23 PM.

Submitted by Katy White, Secretary