

PLAINSBORO LIBRARY BOARD MEETING MINUTES

May 6, 2025

Meeting Details:

- The meeting was conducted in person at the Library.
- Attendees: Debbie Brett, Allan Johnson, Karen Kennedy, Ed Klimek, Vince Vecchia, Peter Wong and Mayor Ed Yates
- Also in attendance were Director Darren Miguez and Assistant Director of Operations Nick Olimpaito
- The meeting was announced, by President Peter Wong, to be compliant with the Open Public Meetings Act. It was publicized on the Library's bulletin board, and on the Library websites and the Township, at least 24 hours prior to the meeting. The meeting was also publicized in the Home News Tribune.
- The Public Comment Rules of Participation were available in paper format for visitors to read.
- Call to order: 7: 01 pm; Adjourn: 8:15 pm.

Board Decisions

DESCRIPTION	MOVED BY	SECONDED BY	ABSTAINED
The minutes of the April 1, 2025 meeting were approved without corrections	Ed Y	Ed K	None
Vote to approve the Bill List for a total of \$202,023.37	Allan	Karen	None
Motion to move \$68,243.82 of unspent 2024 budget surplus to the Capital account.	Allan	Debbie	None
Motion to Open Public Session	Debbie	Ed Y	None
Motion to Close Public Session and resume meeting	Ed Y	Vince	None
Motion to open Executive Session	Allan	Ed Y	None
Motion to close Executive session and resume meeting	Ed Y	Allan	None
Motion to Adjourn	Karen	Debbie	None

Minutes:

Minutes of the April 1, 2025 meeting were discussed. The minutes were motioned and approved as submitted.

Treasurer's Report and Bill List:

- Spending was slow (6% below forecast) awaiting budget approval from the Township.
- Passport volume slowed somewhat.
- Miscellaneous equipment reflects servers for \$21,000.
- Township has not been billed yet this year, but the monies have been accrued.

- Veolia Water expense of \$8,391 reflects sewer charges for four months.

Foundation Report:

- The Foundation met to discuss fundraising, and strategies to increase membership. A request will go to the Foundation to subsidize summer programs.

Director's Report:

- Darren referenced the Director's Report as submitted for consideration.
- For the Strategic Plan a focus group for young working adults possibly working from home was added. A senior's focus group will be held at Windrows. Dates for the focus groups TBD.
- A candidate to fill the manager of Youth Services' position has been hired.

Assistant Director's End of Budget Year 2024 Report

- A motion was made by Allan and seconded by Debbie to move the end of budget year 2024 excess monies, in the amount of \$68,243.82, to the Capital account, effective immediately. The motion carried.
- The mayor recommended that as a best practice to withhold spending of 5% yearly to boost the capital funds.

Old Business:

- Resolution for Partial Payment of YES Project Final Application (\$42,071.86) was moved by Ed Y and seconded by Karen. The motion passed. In doing so, \$12,000 is withheld until punch list items are complete.

New Business:

- Transfer of funds, see above.

Public Comment:

- The meeting opened for public comment at 7:22. No members of the public were present. The public comment period was closed at 7:22

Executive Session regarding Personnel Matters:

- A motion to go into Executive Session to discuss personnel matters was made by Allan and seconded by Ed Y was made at 7:23. The minutes are recorded separately. Darrin and Nick were excused.
- Motion to close Executive Session and go into normal meeting was made by Ed Y and seconded by Allan at 8:15

Adjournment:

The meeting adjourned at 8:15 pm.

Respectfully submitted by Karen Kennedy, Secretary