

**Plainfield Public Library
BOARD OF TRUSTEES**

Room 5

Minutes of the Regular Meeting, February 27, 2025

11:01 a.m.

1. ROLL CALL

Cynthia Slade (President), Donald Brown, Inez Durham, Patricia Fleming, Joanne Macaluso, Carlos Ramirez, Marianne Tankard – all present

Guests: FOPPL members: Leanna Walcott and Marion Fowler; Peter Rajcevic, Library IT and Building Manager

2. OPEN PUBLIC MEETINGS ACT

The notice requirements of the Open Public Meetings Law were satisfied by notification to the press and by notices posted as required in accordance with the provisions of Public Law 1975, Chapter 231.

3. MINUTES

Motion to accept the minutes of the Regular Meeting, January 23, 2025 MSC: CR/DB

- Edits to the minute
 - o Local contractors reach out
 - o Contact Donna Morris

4. PRESIDENT'S REPORT

- Welcome FOPPL members and discussion
 - o FOPPL meets quarterly
 - o Meeting with FOPPL is to bring them up to date on the work planned for the Library
- Board members asked for accounting about FOPPL
 - o Leanna Walcott explained timeline of fundraising since COVID
- How can FOPPL help
 - o Purchase needed furniture
 - o Show community the blueprints to create excitement and buy-in
 - o Have an event so members of the community can donate towards furniture needs
 - o Library picks out furniture choices for public purchase
 - o FOPPL will be invited to another meeting as we move along
- Review of plans for interior renovation – Peter Rajcevic was invited to review the plans with the FOPPL Board
 - o Peter explained the bid process and informed all that once the bid is awarded we will meet with the winning contractor and then determine the timeline and schedule.
 - o We will be closed to the public at times and closed to all staff as necessary.
 - o When we are closed to the public we will make alternate plans for service to our customers.

NOTE: Please call the Administrative Office (757-2305)

1. To notify of intended absence from meeting; and/or
2. For detailed information on any disbursements.

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- o Peter showed plans and described all the renovations that are planned.

FOPPL members and Peter Rajcevic left the meeting at 11:45a.m.

5. SECRETARY'S REPORT - None

6. TREASURER'S REPORT

- **REVIEW OF MONTHLY DISBURSEMENTS.**

Motion to approve the City and Library disbursement reports for January 2025:

MSC: ID/PF

- **REVIEW OF FINANCIAL STATEMENTS & EXPENSE DETAIL REPORTS** (*Financial reports do not require a vote. The chair announces that they will be filed for audit.*)
- **REVIEW OF Reilly Financial LLC INVESTMENT REPORTS** – *File for audit.*

7. DIRECTOR'S REPORT - Refer to written report sent with packet.

- FOPPL had a successful Black History program in February
- Valentine card creation station was a success
- Updated budget was given to the Board
- Approval of Resolution for 2 children's grants – approved unanimously (the signed copy is attached to the Board packet)
- Cynthia asked if we had salary ranges. Donna has ranges for each position.
- Explanation was given on Civil Services rules for hiring Department Heads
- Mary Ellen will send a copy of the committee list to each member of the Board

8. COMMITTEE REPORTS - None

9. OLD BUSINESS

- Foundation Board – still looking for possible members and a donor to start the Foundation
 - o Mary Ellen will get information on roles and responsibilities for Foundation Board
- Façade sign for building – waiting for the City to approve this year's budget
- Fine free for adult books – need to discuss for 2025
- Renovation – discussed during FOPPL visit

10. NEW BUSINESS

- Vendor information session – waiting for Donna Morris to get back to Mary Ellen. Cynthia noted that the City is doing a session. Cynthia suggested we may not need to duplicate the effort.
- By-laws – Cynthia will update and the Board will vote in April. End date for Board renewal needs to be updated to December 31.

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11. COMMUNICATIONS FROM BOARD MEMBERS

- Inez asked the status of the Library pop-up. The Superintendent of Schools is open to this. Discussion and work will need to be coordinated between the school system and the Library. Marianne Tankard and Joanne Macaluso are interested in participating from the Board. Mary Ellen will assign Claudia Flores and Elizabeth Smith from the Library. The new sub-committee will be chaired by Marianne Tankard.

12. PRIVILEGE OF THE FLOOR - None

13. ADJOURNED at 12:35p.m. until: Regular meeting March 27, 2025. MSC: ID/CR

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