Plainfield Public Library
BOARD OF TRUSTEES

Room 5

Minutes of the Regular Meeting, September 25, 2025
Meeting began at 11:04 a.m.

1. **ROLL CALL**
Cynthia Slade (President), Donald Brown, Inez Durham, Patricia Fleming, Joanne Macaluso, Carlos Ramirez, Marianne Tankard (absent)
Guests: Claudia Flores, Michele Leeming for Donna Rajcevic

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, June 26, 2025 MSC: PF/JM

4. **PRESIDENT'S REPORT –** spoke to Leana Walcot – FOPPL wants to help, Cynthia wants Mary Ellen to be part of meetings involving fundraising for renovation purchases. The Library needs to open the conversation concerning help from FOPPL. Claudia and Mary Ellen will reach out for the next FOPPL meeting date.

Carlos questioned the locked door at the meeting that is an open meeting. In the future we will make sure the door is unlocked for the Board meetings.

Mary Ellen discussed changes in the Open Public Meetings Law that will take place March 26, 2026. At that time, we will update the agenda language to reflect the new rules.

5. **SECRETARY'S REPORT –** no report

6. **TREASURER'S REPORT**
   - **REVIEW OF MONTHLY DISBURSEMENTS.**
   Motion to approve the City and Library disbursement reports for June, July and August 2025: MSC: ID/CR

     - Carlos questioned mechanisms in place to approve purchases. Mileage and food purchases were items questioned. Michele responded to these questions, and discussed our relationship with the auditors and our interactions during the year. She also gave a step by step description of the monthly balance sheets.
     - Carlos was concerned about transcription errors made in balance sheets and how they would be caught as well. It was suggested that if his questions weren't

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.

answered to his satisfaction at this time he should follow up with Donna since she was not at the meeting.

- Inez suggested we look into items that could block large items from being flushed down the toilets.
- RedBox was discussed. Cynthia did an immediate search on the web and discovered that the Library could remove and dispose of the RedBox. We will report in October on the disposal of the RedBox.

- **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. Portfolio balance as of August 31, 2025 reported by Reilly Financial, LLC.*
    - Mary Ellen reported that Reilly does a monthly webinar that keeps their clients up to date about the financial climate. She will be forwarding the emails to the Board from now on.

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

- Reminder about the Memorial Service for Bernice Paglia.
- LUCC Breakfast is in Union on October 29. Inez asked about transportation and sharing a ride.
- Carlos discussed the lack of Hispanic Heritage activities. He questioned whether this was an anomaly or normal to not have a lot of activities. Mary Ellen assured him that we usually have full programming but because of the closure we have curtailed most activity.
- Outreach to Senior Citizens – Cabinet to the Senior Center. Cynthia suggested we go to the Senior Center during their monthly outreach with the City Cabinet. We need to get the schedule so we can go as an outreach opportunity. We need to include the seniors for our grand opening.
- Per Scholas – Cynthia questioned the validity of their work and their success. She had read about them and their reviews. Mary Ellen explained a bit about the computer and camera setups and how they will be used both by Per Scholas and by the Library.
- Social Work Intern – one of our part-timers. The intern is also a student at Rutgers and his volunteer hours will be his internship. In October there will be a report from Andrew Luck about the internship and the work he will be doing.
- Outreach Coordinator – Claudia reported on all the outreach requests and Joel's role in this effort. Joanne suggested that when we have no staff to man the outreach tables we might see if a Board member could sit at the table.

8. COMMITTEE REPORTS

- PopUp Program – was an idea that originated in the schools. The Library can not move forward alone. Cynthia felt we should abandon this program and focus on the Mayor's mandate to the West End of the City. We should utilize the Rushmore site and reevaluate how we move forward.

- Cynthia suggested we might advertise the West End focus in a different way in order to highlight that we are there.
- Claudia detailed what we are doing, where there is success and where we have not seen success.
- Mary Ellen said she liked the idea of a West End campaign. Discussion ensued and needs to continue.

9. OLD BUSINESS

- Foundation – Inez brought up the Foundation discussion. Mary Ellen told the Board that further information would be forthcoming. There was pros and cons about the Foundation for the Library. The main question for us is what is the scope of what we want the Foundation for. Do we really need a separate 501c3 or is using FOPPL sufficient? Scott is asking questions of his new Carnegie contacts. Is FOPPL really a healthy enough organization to be a successful Friends group. Cynthia ended the discussion with a February agenda item that we will discuss and have at the very least an outline of what a 501c3 or a Foundation would look like for the Library.

- Construction update – no new discussion.
- Per Scholas Update – see Director's report

10. NEW BUSINESS

- Grants – Resolution
  - Resolution 2025-14: Financial Literacy Program, 2025 City of Plainfield Non-Profit Pilot Sub-Grant for $10,000 – Unanimously approved
  - Grant to accept updated grant total – Unanimously approved
- Succession Planning for Key Staff positions – postponed till October
  - Choosing a committee
  - Determined staff positions to be included

11. COMMUNICATIONS FROM BOARD MEMBERS - Inez shared she was going to the Forum for the Governor and was going to ask about banned books and did any of the Board have questions for her to ask at the session.

12. PRIVILEGE OF THE FLOOR - None

13. ADJOURNMENT to: Regular meeting October 23, 2025. MSC: JM/ID