PLAINFIELD PUBLIC LIBRARY
Board of Trustees

Minutes of the Reorganization and Regular Meeting, January 22, 2026
11:00 a.m.

Minutes of the Annual Reorganization Meeting of
January 22, 2026
Room 5, Plainfield Public Library

Agenda

1. Call for Nominations and Elections to fill offices for the year 2026, or until successors are elected and qualified, in accordance with the By-Laws, Article I, Sections 2 and 3(a). [Those elected shall take office at the close of the regular January meeting.]

2. Nominations. Accepted from the floor at the regular meeting of January 22,2026

President:	Cynthia Slade
Vice President:	Carlos Ramirez
Secretary:	Patricia Fleming
Treasurer:	Donald Brown

[Assistant Secretary. In accordance with the By-Laws, the "Director of the Library shall serve as Assistant Secretary of the Board, ex-officio."]

3. Election of Officers. – All unanimously voted into office

See individual resolutions for votes:

4. Resolution #2026-1 – Officers and Financial Operations

5. Resolution #2026-2 – Banking and Investment Depositories

6. Resolution #2026-3 – Library Heritage Fund

7. Resolution #2026-4 – Appointment of Labor Attorney

8. Resolution #2026-5 – Appointment of Auditor

9. Resolution #2026-6 – Appointment of Architect

10. Resolution #2026-7 – Authorized Vendors for Library Services

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11. Resolution #2026-8 – Approval of Building and Maintenance Contractors

12. Resolution #2026-9 – Temporary Funding

13. Approval of Board of Trustees Meeting Schedule

14. Assignment of Committees for 2026

The following board reorganization for 2026 is in keeping with the provisions of P.L. 1975, Chapter 231.

1 Designation of the Library website, City Website and TapInto Plainfield as the social media to receive the publication notices of all regular, rescheduled and special meetings of the Library Board.

2. Call for Nominations and Elections to fill offices for the year 2026, or until successors are elected and qualified, in accordance with the By-Laws, Article I, Sections 2 and 3(a). [Those elected shall take office at the close of the regular January meeting.]

A. Report from the Nominating Committee Chair:

President:	Cynthia Slade
Vice President:	Carlos Ramirez
Secretary:	Patricia E. Fleming
Treasurer:	Donald Brown
Asst. Secretary:	Mary Ellen Rogan *(In accordance with the By-Laws, the "Director of the Library shall serve as Assistant Secretary of the Board, ex-officio.")*

B. Nominations from the floor

C. Elections

[Note: the slate may be taken as a whole, or Trustees may request that individual offices be discussed separately.]

3. Authorization for the year 2026 that the President, Treasurer, or Assistant Secretary may sign all warrants of $4,000 or less as a lone signatory on behalf of the Board of Trustees, and that all warrants for amounts over $4,001 shall require two of the three authorized signatures, with the exception of regular utility payments which shall require a single signature.

4. Authorization for the year 2026 for the Library Director to make, negotiate, or award purchases, contracts, or agreements up to the New Jersey Bid Threshold (set at $17,500) pursuant to NJSA 40A:11-3.

5. Adoption of Corporate Resolution (attached Resolution #2026-1) confirming the financial operations of the Library Board for 2026.

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6. Adoption of Corporate Resolution (attached Resolution 2026-4) appointing an as yet unnamed attorney to serve as Labor Attorney for the Board of Trustees for the year 2026.

7. Approval of the schedule of the Library Board's regular meeting dates for the next twelve months.

8. Adjournment of Annual Reorganizational Meeting and return to the main agenda.

Minutes of the Regular Meeting of January 22, 2026

Recording was turned on at the beginning of the Regular meeting. All reorganization votes were recorded and entered manually by Assistant Secretary.

1. ROLL CALL
Cynthia Slade (President), Pat Fleming (zoom), Donald Brown, Inez Durham, Joanne Macaluso, Carlos Ramirez, Marianne Tankard (zoom)

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 22, 2026 MSC: CR/JM

4. PRESIDENT'S REPORT - Discussion of FOPPL involvement which was stalled because of illness. Cynthia felt we should move on ourselves until we hear from FOPPL. Cynthia asked to bring back the October minutes due to some questions she had. Mary Ellen will do that in February.

5. SECRETARY'S REPORT – No report

6. TREASURER'S REPORT

- **REVIEW OF MONTHLY DISBURSEMENTS.**
  Motion to approve the City and Library disbursement reports for November & December 2025: MSC: CR/CS
  There was a discussion about the work of the Passport Office and questions were asked about any interruptions by ICE. The staff has been advised as to the rights and rules about ICE involvement at the Library and that the staff should not involve themselves in any way to disrupt their activities for their own safety.

- **REVIEW OF FINANCIAL STATEMENTS & EXPENSE DETAIL REPORTS**
  (*Financial reports do not require a vote. The chair announces that they will be filed for audit.)*
  Cynthia noted that the Passport Office is a service and there is very little profit after salary and supplies.

- **REVIEW OF Reilly Financial LLC INVESTMENT REPORTS –** *File for audit. Portfolio balance as of January 31, 2026 reported by Reilly Financial, LLC and available by request in the Library Administration office.*

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

- Construction date for reopening was moved again to March due to supplies for the railings and glass enclosures. More information to follow.
- Mary Ellen will be sending reports to Buildings and Grounds as updates.
- Carlos asked questions about the role of the Personnel Committee. Mary Ellen articulated that the role of the Personnel Committee should be part of the union contract, any issues with Civil Service and a lawyer and the hiring of a Director.
- Façade sign has been put off to the 2026 budget. There was some confusion with the City over $500,000 that was put aside for a generator that we didn't not have on our plan for this year. The money was pulled back by the City for other purposes. The Board felt we should include them when any issues of this type come up and have them help with these problems.
- Bus service was brought up. We are still waiting for information. Cynthia talked about going to the next City Council meeting to bring up the bus issue.

8. COMMITTEE REPORTS

- Finance Committee – No Report
- Personnel Committee – No Report
- Building and Grounds Committee – Tour of reconstruction
- Nominating Committee – No Report

9. OLD BUSINESS

- Façade sign for Park Avenue side of building – discussed in Director's Report
- Plans for Grand Reopening – there will be a separate meeting. We had issues setting up a meeting at the end of the year. Pat wants to be part of this committee. Since there is a medical issue with someone from FOPPL, we will proceed alone until they are about to help.
- Succession Planning – Mary Ellen put together notes and gave them to the committee. We will at that point talk about next steps.
- FOPPL Fundraising – see Grand Reopening notes above.

10. NEW BUSINESS

- Cynthia asked about a new attorney. We will be interviewing. This type of position is more successful via speaking to Library Directors and other people in the know. Because lawyers are considered specialized services, we do not need 3 people to interview. Scott has been a good resource for us as he knows those in the field that meet our requirements. The most important criteria is that they are well-versed in Civil Service and Library law.
- Inez asked if we advertise for this position. That is not the accepted means of hiring in this field.

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11. COMMUNICATIONS FROM BOARD MEMBERS

- Mary Ellen announced that the Board received a new letter requesting the right to lease or purchase our Texas oil property. We will discuss further in February.
- Inez reported that she was once again signed in as the Mayor's Representative.

12. PRIVILEGE OF THE FLOOR - None

13. ADJOURNED at 12:56 pm to: Regular meeting February 26, 2026. MSC: CR/JM