

**Plainfield Public Library  
BOARD OF TRUSTEES**

**Minutes of the Regular Meeting, November 20, 2025  
11:20 a.m.**

Held as a zoom meeting since the Library is closed

**1. ROLL CALL**

Cynthia Slade (President), Donald Brown, Inez Durham (absent), Patricia Fleming, Joanne Macaluso (absent), Carlos Ramirez, Marianne Tankard (absent)  
Guests: Claudia Flores, Reilly Financial Group, LLC (George Reilly, Bob Scrabis)

**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 updated minutes of the Regular Meeting, October 23, 2025 were approved with changes      MSC: no motion, no quorum

**4. PRESIDENT'S REPORT**

- Updates from the President – Cynthia noted that the Library sweatshirts are great advertisements for the Library and a great opportunity for those wearing them to talk about what's going on at the Library.
- Reilly Financial Group, LLC updates – the accounts are up 5.77% for the year.
  - Our investment policy statement is conservative and looks for a 4% to 6% yield and we are right in line with our policy statement.
  - Market concerns – 2025 was a good year. Volatility will probably continue and that has been driven by Tech Companies in the stock market. This may require some changes and we will be notified by Reilly if things need to be tweaked.
  - Now, excessive amounts of money are being spent by tech companies. The hope is that through AI financial opportunities will be unlocked. The idea of automation with companies is efficiency and jobs are being eliminated. What will happen to workers if AI takes over the jobs of people is yet to be determined.
- Investment Policy Statement – 2 areas to review. Updates were discussed and will be made by Reilly Financial Group, LLC

**5. SECRETARY'S REPORT – No report**

**6. TREASURER'S REPORT**

- **REVIEW OF MONTHLY DISBURSEMENTS.**
  - Questions concerning PSE&G and Daskal payments
  - DOL – supplies and staffing payments came due; 5 additional people were hired for the grant.

*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.

# Plainfield Public Library

## BOARD OF TRUSTEES

- General Purpose – increase in monthly disbursements including, flooring down payment and bill for Bill’s Locks.

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

MSC: no motion, no quorum

- **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 October 31, 2025 reported by Reilly Financial, LLC. Available in Administration Office by request.*

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

- Discussion over reopening date in January. Cynthia discussed bringing FOPPL in for some fundraising and support. We will be working on a timeline to build excitement and expectation of the new look of the Library.
  - Wish list that the public can pick or choose an item to pledge
  - Teen Room outfitting
  - Possibility of donations from companies and businesses
  - Have we been charged for using any alternate locations. The answer is no.
  - Shuttle bus question – Mary Ellen sent an email to Zenobia and other members from the City stating the interest of the Library for a stop on the route.
  - Review of the events for the LUCC Breakfast. There were some ideas of things we could do to improve services.

### 8. **COMMITTEE REPORTS**

- Finance Committee – went over budget for 2026. Will meet again in May.
- Building and Grounds Committee – Carlos requested the Director notify the B&G Committee when major things take place. Keep touch of actual versus projected expenses for the renovation.
- Personnel Committee – Director’s raise was discussed and approved
- Nominations Committee – no report

### 9. **OLD BUSINESS**

- West End Outreach status – doing well, added some more places and has been successful. Outdoor locations are being shut down for the cold weather. There are class visits to the schools. Not as successful with the businesses but centers and apartment complexes within the City have been welcoming.
- Construction update and Library closure – discussed earlier with Building issues
- Succession Planning for Key Staff positions – committee members will be confirmed in January. Possible 1<sup>st</sup> meeting day middle of January.
  - Committee
    - 1 member from each Committee
      - Finance – Carlos Ramirez

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.

# Plainfield Public Library

## BOARD OF TRUSTEES

- Personnel – Joanne Macaluso
  - Buildings and Grounds – Donald Brown
  - Nominations – Marianne Tankard
  - Board President
  - Library Staff
    - Mary Ellen Rogan
    - Claudia Flores
    - Donna Rajcevic
    - Andrew Luck
  - Determine staff positions to be included
  - Renovation Fundraising – FOPPL – to be continued after speaking with FOPPL
    - Meet with FOPPL – after New Year
    - Specific items to donate
      - Items for teen space such as shelving, gaming equipment, furniture
- 10. NEW BUSINESS**
- Ideas for Community Participation in reopening – discussion to continue during meetings with Board, staff and FOPPL.
    - Brick memorial walkway
    - Tile wall
- 11. COMMUNICATIONS FROM BOARD MEMBERS** – Cynthia brought up the need for some type of party for the holidays. Discussion followed.
- 12. PRIVILEGE OF THE FLOOR** - None
- 13. ADJOURNED at 1:17pm to: Reorganization Meeting January 22, 2026.** MSC: no motion, no quorum

*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.