Plainfield Public Library
BOARD OF TRUSTEES

Minutes of the Regular Meeting, March 26, 2026
11:08 a.m.
Held as a hybrid meeting Room 5 or via Zoom

1. ROLL CALL

Cynthia Slade (President), Donald Brown, Inez Durham, Patricia Fleming, Joanne Macaluso, Carlos Ramirez, Marianne Tankard - excused

Guests: Cass Conklin, Scott Kuchinsky

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, February 26, 2026 MSC: CR /DB

4. PRESIDENT'S REPORT

- Introduction of Social Work Intern, Cass Conklin
- Updates from the President – Cynthia remarked that the Library hoodie is a good way to start conversations about the Library and getting involved.

5. SECRETARY'S REPORT –Oil lease offer will be reviewed in New Business. Scott Kuchinsky will report.

6. TREASURER'S REPORT

- **REVIEW OF MONTHLY DISBURSEMENTS.**
  Motion to approve the City and Library disbursement reports for February 2026:
  MSC: DB/CS
- **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 asked a question about the money received under the building renovation grant. Donna responded this data is itemized in a separate grant spreadsheet.
  - There was a question about book purchases which were halted with the closing of Baker & Taylor. The new vendor, Ingram is just starting to send invoices for books purchased.
  - A question was asked about the purchase of paperback books. The larger format books have replaced the smaller version of paperbacks.
  - A new hot water heater was purchased at $15000 to replace the broken one.
  - The request for a solution on the toilet issues have been postponed until the renovation is completed. The Buildings Committee will follow up on this issue.

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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- **REVIEW OF REILLY FINANCIAL GROUP LLC INVESTMENT REPORTS –** *File for audit. Portfolio balance as of February 28, 2026 reported by Reilly Financial, LLC. Available by request in Administration.*
    - Mary Ellen reported on the latest investment update from the Reilly zoom call. The information was mostly about how the situation in Iran has affected the investments.

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

- Bus report service was mentioned. A survey was taken by the City about stops the public would like to have.
- Don asked that the phone message on the main number should be updated with news about reopening. Claudia will look into updating the message.
- Cynthia noted that some of the public is not aware that they can take out books with curbside delivery. Cynthia suggested we send out more notices.
- We still don't have any more information on the budget cuts. Right now, the City is trying to leverage our Literacy needs with Economic Development funds. Since this is not what we need, we are trying to meet with Zenobia Fields and Finance to straighten out the disconnect with this funding source.
- Inez offered to meet with the Mayor.
- Carlos discussed the delivery date for the glass enclosure and that it was a firm date.
- GOS grant needs a Diversity, Equity and Inclusion policy signed by the Board for the grant. We have a resolution for the Board to approve and sign.
- Draft of Conflict of Interest for Board and staff. This needs to be signed and approved for the GOS grant.

8. COMMITTEE REPORTS

- Finance Committee – No report
- Building and Grounds Committee – Toilet issue will wait until the renovation is complete. A report in May could be possible. This issue is not part of the renovation grant. The committee will do research about this issue.
- Personnel Committee – Received information about the succession planning. Mary Ellen gave some notes regarding contingency plans.
- Nominations Committee – Names were sent to the committee that were interested. Inez sent information about how to go about any interest in volunteering at the Library. Cynthia has 2 more names that will be given to Inez.

9. OLD BUSINESS

- Construction update and Library closure – see Director's report; other information about services will be updated as received.
- Renovation Fundraising – Leana Walcott was part of the Gala Committee meeting and plans for fundraising needs to change based on circumstances. Leana has some ideas concerning ways to get funding.

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- Grand opening event – Gala Committee is meeting. Cynthia commented on the organized and thorough way Claudia is handling the plans.

10. NEW BUSINESS

- Open Public Meeting Law changes - agenda will be posted
- Texas Oil Lease discussion and Resolution –Scott Kuchinsky explained the letter and agreement and went over the documentation and wording changes. The Library does not own the land but owns the oil and gas rights.

  The three-year lease allows Aplomado Management LLC the right to explore the property for three years. Aplomado Management LLC, can expand past three years with Library permission.

  Resolution 2026-10 Oil Resolution unanimously approved and signed by Board March 26, 2026 (see Resolution copy in file).
- 4th of July – Claudia reported on procedures. Discussion on renting a float or another form of transportation. Use of a pickup truck could be problematic with liability. The money budgeted is $2,000.

  Claudia spoke about the float we rented two years ago. It was very nice, they supplied the driver and did all the decorating. The logistics of the holiday weekend is financially problematic as we have to pay holiday pay for staff to work. Joanne will work with Claudia regarding the event. We need to be part of the event since it is the 250th Anniversary of the country.
- Federally directed spending funding application – We put in for exterior building funding with Bonnie Watson Coleman, Senator Kim and Senator Corey Booker.
- Annual Report – more information next month. Could be completed in April.

11. COMMUNICATIONS FROM BOARD MEMBERS - Meeting on Friday about the Gala. Meeting is at 1 PM. Inez would like to be part of the meeting in the future.

12. PRIVILEGE OF THE FLOOR - None

13. ADJOURNMENT to: April 23, 2026. 1:03 MSC: CR/PF