MEETING MINUTES OF THE POPLARE CREEK PUBLIC LIBRARY DISTRICT FINANCE COMMITTEE
Thursday February 13, 2025
4:00 p.m.
Mercedes A. McGowan Board Room

1. Call to Order-Trustee Khan called the meeting to order at 4:00 p.m.

2. Roll Call-Trustee Bailey, Khan and President Kennedy
Also Present: Executive Director Jose Maldonado, Business Manager Sue Haisan and Administrative Assistant Deborah Muscarello

3. Sue Haisan reviewed the FY25 Budget Requests and Projects, the explanations in red were highlighted:

Technology Completed

- Installed new backup power unit for main server room $7,911
- Will replace/upgrade laptops for Deputy Directors-spring 2025
- Adding chrome books for checkout to our extraordinary things collection

Facility-Ongoing

- Anticipate landscaping and snow removal costs to increase-reasonable increases, the Board approved new 3 and 5 year agreements for landscaping and snow removal
- Addressed several landscape issues: cut back foliage in wetland west parking lot, rain garden maintenance/assessment

Long Term Goals

- Soil boring test we are waiting on results
- Water remediation project pending
- We have set aside funds for future capital improvements

4. Discuss Potential Projects

Potential Projects

- E Rate- Brian is submitting
- Roof
- Water Remediation
- Drive Up Window
- Reconfigure the Children's Department
- Convert the Board Office to a Marketing Office

5. Public Forum-None

6. Adjournment
Trustee Bailey moved and President Kennedy seconded a motion to adjourn to the next Finance Committee Meeting (to be determined).

Voice Vote Unanimous
Motion Carried

Adjourned at 4:41 p.m.

Asad Khan
Committee Chairperson

Deborah Muscarello
Administrative Assistant