

**Metuchen Public Library
Board of Trustees Meeting
Minutes from April 12, 2016**

The meeting was called to order at 7:07pm by Trustees President Linda Koskoski in accordance with the Open Public Meetings Act. In attendance were Susanna Chan, Laura Stibich, Liz Waldron, Ellen Greenberg, Kelly Jaques, John Koskoski, Reed Leibfried, and Patricia Glave. Sondra Flite and Sharon Taylor joined from The Friends of the Library.

Linda invited public comments and questions; no members of the public were in attendance and no comments were added.

Liz made a motion to approve the agenda; John seconded; motion passed with all in favor.

John made a motion to approve the minutes from the March trustees meeting; Patricia seconded and the motion passed with all in favor. Liz Waldron abstained from the vote as she was not in attendance at the March meeting.

Financial Updates and Approval of Bills

- The library has \$17,000 remaining from the 2015 budget to pay any 2015 bills that come in.
- We have spent \$113,000 from the 2016 temporary budget.
- Income from fines and fees was over \$1500 in March.
- Five computers were purchased using 2014 and 2015 State Aid funds
- \$2400 was spent on materials for the Children's and Parenting Collections from the Marjorie Risk Memorial Fund.
- LMXAC will begin paying for Hoopla in the near future.
- Kelly made a motion to pay the bills, Reed seconded; motion passed with all in favor.

Director's Report:

Buildings and Grounds- There's a hole in the wall in the processing room. The feet of the work table and shelving system are rotting due to water damage, causing the table and shelf to lean over. Susanna and Reed to contact DPW.

Programing- The library will host an event to celebrate the late poet John Ciardi who was a Metuchen resident for many years. The event will be held on or around his birthday, June 24.

Circulation- up 11.87% this month

Friends

Sondra Flite reported that the Friends has bids for leasing and buying copiers. Last year the Friends spent \$1126 on repairs for the copier, but earned \$1102. They are looking to purchase or lease to own but still considering alternatives.

Committees:

Personnel- The personnel manual has been reviewed and approved by the attorneys. Ellen made a motion to approve the second reading of the personnel manual, Liz seconded, and the motion passed with all in favor.

Finance- no news

Policy- Discussed small changes in the meeting room policy; Liz made a motion to approve the changes and Ellen seconded; motion passed with all in favor.

Buildings and Grounds- Toured the building and saw the shelves and displays generously donated by a local business, To Be Continued, have all been put to immediate use. New outlets are installed; carpets and tiles have been cleaned; people counters have been installed; self check-out is up and running. Susanna to contact DPW regarding the hole in the wall in the processing room.

Old Business

Strategic Planning- Susanna presented the draft of the Strategic Plan for the board to review. Susanna and the library staff will work on writing up objectives around the stated goals.

New Business: None

Other: none

Adjournment

Motion to adjourn made by Liz, John seconded; motion passed with all in favor, meeting ended 8:50

Respectfully submitted by Laura Stibich, Secretary to the Library Board of Trustees.