

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, DECEMBER 13, 2016**

Linda opened the meeting in Compliance with Open Public Meetings Act at 7:10. In attendance were Susanna Chan, departing Library Director, John Arthur, Library Director, Shannon Wagner, John Koskoski, Laura Stibich, Linda Koskoski, Liz Waldron, Kelly Jaques, Caitlin Mollison, Patricia Glave, and arriving at 8:10, Reed Leibfried, as well as Sondra Flite and Sharon Taylor from the Friends.

Public Session- Linda invited comments from the public; no member of the public in attendance.

Welcome to New Director – John Arthur was reintroduced to the board members and welcomed to the library and his new position. His excellent reputation and experience made him the unanimous choice of the Board and hiring committee.

Approval of the Agenda: John made a motion to approve the agenda; Kelly seconded and the motion passed with all in favor.

Approval of the Minutes:

- Amended minutes from October's meeting were presented for approval; the significant addition being to indicate Moira Whittington's start date for her new position. Liz made a motion to approve the amended October minutes, Kelly seconded, motion passed with all in favor. John abstained as he was absent from the October meeting.
- John made a motion to approve the November minutes with two edits; Liz seconded and the motion passed with all in favor.
- Liz made a motion to approve the closed session minutes from November. Shannon seconded and the motion passed with all in favor.

Financial Updates and Approval of Bills:

- there is \$47,874 left in the salary portion of the operating budget after November bills were paid, which will be enough to pay salaries for the remainder of the year
- library took in \$1607 in fines and fees
- Kelly made a motion to pay bills; Caitlin seconded and the motion passed with all in favor.

Director's Report

- replaced flag outside the children's room
- staff holiday party and professional development on the subject of "effective searching and library resources" is scheduled for 12/16; Library will be closed.
- New radiator covers donated by Vincent Jennings as an Eagle Scout Service Project
- Increase in computer and technology questions. Susanna suggests we look into adding 1 or 2 more public computers.

Friends of the Metuchen Library:

- The Friends would like a quarterly report from the maker space committee

- Sondra has a “No Idling” sign for the library parking lot
- Friends want to host a “how to play poker” fundraiser event in February
- Friends are donating \$15,000 to the library and will distribute to the Library Director and Board an outline for how they’d like the money spent.

Committee Reports:

- Personnel: no meeting last month. A great amount of work was accomplished by the Personnel and Policy committees in 2016 and Liz suggested for next year that the Board consider combining the personnel and policy committees as there should be far fewer issues to address.
- Finance
  - o met to discuss 2017 budget and met with mayor to discuss the library’s financial needs and the value to the community (based on statistics, the strategic plan community survey, and the new demographics of Borough residents considering the recently available apartment housing throughout the Borough.)
  - o prepared a budget to present to the Boro that requests a modest increase of \$8000 over the 1/3 of the mil, that would be sufficient to support opening the library on Sundays for 34 weeks (Labor Day to Memorial Day) from 1-5pm (staffed from 12:30-5).
  - o Kelly made a motion to approve the budget with minor edits as discussed in meeting; John seconded and the motion passed with all in favor. Reed arrived in time to vote.
- Policy
  - o In-House Circulation Policy: Presented for second read after significant revisions following the previous meeting. Liz made a motion to approve the revised policy with one additional small edit to the first bullet under fines and fees; John seconded and the motion passed with all in favor.
- Building and Grounds: did not meet, nothing to report
- Old Business: nothing to report

New Business:

- Kelly picked up the t-shirts for the Teen Advisory Board and delivered the shirts and invoice to Caitlin and Susanna.
- Reed said that the Borough has ordered two picnic tables for the library grounds, to be installed in Spring 2017.

Farewell to Departing Director and Trustees

- Susanna Chan, Library Director
- Trisha Glave, Superintendent's Designee
- Linda Koskoski, Board of Trustees President

Adjournment: motion to adjourn 8:43 by Kelly, seconded by Liz, all approved

Respectfully submitted by Laura Stibich, Secretary to the Library Board of Trustees on December 14, 2016.