

**Metuchen Public Library  
Board of Trustees Meeting  
Minutes from February 9, 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, Caitlin Molison, Kelly Jaques, Laura Stibich, Liz Waldron, 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 Waldron made a motion to approve the agenda; Caitlin seconded; motion passed with all in favor.

Patricia made a motion to approve the minutes from the reorganization meeting; Kelly seconded and the motion passed with all in favor; Liz abstained as she was absent from the reorganization meeting.

Liz made a motion to approve the minutes from the trustees meeting; Caitlin seconded and the motion passed with all in favor.

**Financial Updates and Approval of Bills**

- We have \$18,665 remaining from the budget for 2015, which will be used to pay remaining bills from 2015.
- The library collected over \$1200 in fines in fees in January
- Donations from the participants in the yoga program are enough to support extending the program.
- Liz made a motion to pay the bills; Kelly seconded and the motion passed with all in favor.

**Director's Report:**

**Buildings and Grounds-** self-checkout software has been installed and is in the final stages of configuration; wireless printing software has been installed.

**Staff:** Susanna has hired Gretta Boardly as a part-time library assistant.

**Circulation:** HsiHsi has been running programs to show library users how to use electronic resources such as Zinio, an electronic magazine hub. Zinio has been significantly simplified recently and is easier to use now than in previous years.

**Friends**

Sondra Flite and Sharon Taylor discussed the Friends' Spring fundraiser program which will be held at the library featuring a Julia Child impersonator. Additionally, this Spring the Friends will be speaking with landscape architects to discuss the grounds and future plantings.

**Committees**

**Personnel-** the committee presented a Personnel Manual for first read. Liz made a motion to approve the first read with the inclusion of the Borough's policy regarding extended jury duty leave. Kelly seconded the motion and the motion passed with all in favor.

**Finance-** The committee met and discussed salaries and proposed several changes to the salary ranges to help make our salaries more competitive with other local libraries.

**Policy-** The committee presented a second read of the Children's Room Policy. Caitlin made a motion to approve the second read, Kelly seconded, and the motion passed with all in favor.

**Buildings and Grounds-** Susanna addressed some plumbing problems in the men's room in which the urinal was clogged and toilet overflowed. Susanna also continues to search for a new people counter for the front and back doors and is considering several good options.

**Old Business**

Strategic Planning: The survey received 478 respondents, exceeding our expectations and what is typical of a library of our size. We will give \$25 Chamber of Commerce Gift Certificates to 10 randomly drawn respondents. Our next step will be to analyze the surveys and construct our strategic plan.

**New Business**

No new business added.

**Adjournment**

Kelly made a motion to adjourn at 8:32pm; Liz seconded and all approved.

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