

**Metuchen Public Library
Board of Trustees Meeting
Minutes from January 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, Caitlin Molison, John Koskoski, Kelly Jaques, Laura Stibich, Ellen Greenberg, Reed Leibfried and Patricia Glave. Sondra Flite joined from The Friends of the Library,

The first order of business was the reorganization of the Board of Trustees, presided over by John Koskoski.

The public meeting continued at 7:27 at which point Linda invited public comments and questions; no members of the public were in attendance and no comments were added. Liz Waldron arrived at 7:30.

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

Reed made a motion to approve the minutes; Kelly seconded; motion passed with all in favor. Caitlin abstained as she was absent from the previous meeting.

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 board discussed with Reed the need to make sure that the Library is exempt from the borough's salary ordinance in September 2016, in accordance with NJ State Library law.
- The board discussed the ongoing efforts to work with the Boro Administrator about making unnecessary line item changes to the library's budget. Some information is updated per the Borough's actual allocations, but some items are the discretion of the Library Director and Trustees.
- Caitlin made a motion to pay the bills; John seconded and the motion passed with all in favor.

Director's Report:

Buildings and Grounds- The windows were cleaned, inside and out, except for the exterior basement windows.

Collection: 89 ebooks were added to the collection in 2015.

Staff: Susanna will be hiring a new part-time library assistant to replace an employee who resigned.

Strategic Planning: Response to the public survey has exceeded expectations with over 350 responses collected to date. The survey will remain open until January 30.

Friends

Sondra Flite announced a Spring fundraiser program which will be held at the library featuring a Julia Child impersonator. Additionally, the Friends are looking for a new deal on the photocopier as maintenance costs outweighed income last year. The Friends also proudly announced that their by-laws were recently ratified.

Committees

Personnel- The personnel committee didn't meet in December but continue to work on the Personnel Manual and expect to have it available for first read at the February meeting.

Finance- The committee did not meet last month but Susanna did submit the budget recommended by the committee, requesting the 1/3 of a mil with no Sundays and appropriate staff salary increases.

Policy- The committee presented a Children's Room Policy for first read. Laura made a motion to approve the first read, Caitlin seconded, and the motion passed with all in favor.

Buildings and Grounds- The committee has received two quotes to install outlets on the first floor. Liz made a motion to approve the bid from Tatbit; John seconded; the motion passed with all in favor. Additionally, the water fountain was fixed by Rick at the DPW; it's a temporary fix and a permanent solution will need to be discussed. Self-checkout stations are scheduled to be installed on January 13. The parking lot was inspected by the Boro Engineer and Boro Administrator and a plan needs to be made for improvements.

Old Business

Staffing: Nick has resigned to go to library school and Susanna will hire or promote a part-time library assistant/bookkeeper.

New Business

Susanna has a quote from JanPro to continue cleaning service for 2016 with no rate increase. Liz made a motion to designate JanPro as our cleaning service for 2016; Kelly seconded and the motion passed with all in favor.

Adjournment

John made a motion to adjourn at 9:21pm; Kelly seconded and all approved.

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