

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Minutes from JUNE 14, 2016**

The meeting was called to order at 7:12pm by Trustees President Linda Koskoski in accordance with the Open Public Meetings Act. In attendance were Susanna Chan, Caitlin Mollison, Ellen Greenberg, Laura Stibich, John Koskoski, Linda Koskoski, Liz Waldron, Kelly Jaques, and Patricia Glave Sharon Taylor and Sondra Flite joined from The Friends of the Library. Reed Leibfried arrived at 8pm.

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; Ellen seconded; motion passed with all in favor.

Financial Updates and Approval of Bills

- After paying all 2015 bills and invoices, we have approx. \$17,000 left from 2015 budget.
- Still working on 2016 temporary budget, expect final budget from the Borough soon.
- \$19,000 leftover funds returned to library from 2013 and 2014 budget; deposited into the endowment fund to be saved toward building improvements and projects.
- Caitlin made a motion to approve bills; Ellen seconded; motion passed with all in favor.

Director's Report

- Two people fell on the uneven sidewalk in the back of the library. An incident report was filed and Susanna spoke with Fred Hall, Director of DPW about repairing the uneven sidewalk.
- The Library is working with the NJ Department of Labor and Workforce Development's Workforce 55+ Program to become a job training host site for mature workers.
- Circulation is up thanks to the additions to our collection. Hoopla (digital content) is also up significantly.

Friends of the Metuchen Library

- The Julia Child's fundraiser earned \$1600, a very significant fundraising event.
- The \$4 to \$6 book sale at the library earned \$200.

Committee Reports

- Personnel- nothing to report
- Finance-
 1. Discussed LMxAC firewall router upgrade, will cost the library \$1549.50 (the total cost of the upgrade is \$3099, but LMxAC will split the cost with us.)
 2. Budget will be presented to Borough at next Council meeting. We're asking for \$748,642; this is the minimum funding without being open on Sunday. The library budget would need to increase by \$10,000 to reopen on Sundays.

3. Motion to approve the 2016 staff salary range was made by Liz, seconded John; motion passed with all in favor.
4. Motion to approve 2016 staff salary and wages projection was made by Kelly, Ellen seconded; motion passed with all in favor.
5. 2017 History Grant: The Library is applying for a Middlesex County History Project Grant for digitization of historic materials. This is a matching grant wherein if we win the grant, the library has to match the amount that the county gives. Kelly made a motion to approve using endowment funds to match any grant money received through the 2017 History Grant program, up to \$17,000. John seconded the motion; motion passed with all in favor.

- Policy- nothing to report
- Building and Grounds- On Friday, June 17, at 12:30 the committee will be meeting at the library with an architect to walk through the lower level of the library to assess renovations.

Old Business

Strategic Planning: Susanna to begin working with the staff to establish objectives before the end of the summer.

New Business

As the library is running smoothly under Susanna's guidance, the Board has agreed to revert to the long-standing meeting schedule wherein the Board meets 10 months of the year and does not meet in July and August. For the past several years, while the library was in transition, the Board had expanded the meeting schedule to include meeting in July.

- Liz made a motion to approve canceling the July meeting. John seconded and the motion passed with all in favor.
- In order to continue paying bills, Susanna will send bills to the finance committee and Caitlin will come to the library to sign the checks and vouchers. A motion to approve paying bills in July and August was made by Liz; Reed seconded; all approved.

Other

- There is a new MURAL Reciprocal Borrowing Agreement (Mutual Reciprocity Among Libraries) that Linda will sign.
- Trustee Academy is Saturday September 10 in East Windsor: Any trustees interested in attending should email Susanna.

Recognition

Ellen Greenberg is moving to Seattle and is resigning from the Board effective July 1. She's been with the board since January 2010 and was an early champion and driver of the Children's Room renovation.

Adjournment

John made a motion to adjourn at 8:32; Liz seconded; motion passed with all in favor.

Respectfully submitted on June 15, 2016 by Laura Stibich, Secretary to the Board of Trustees.