

**Metuchen Public Library
Board of Trustees Meeting
Minutes from March 8, 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, Ellen Greenberg, Kelly Jaques, Laura Stibich, John Koskoski, and Patricia Glave. Sondra Flite joined from The Friends of the Library. Reed Leibfried, Boro Council representative, arrived at 8pm.

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

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

Kelly made a motion to approve the minutes from the February trustees meeting; Laura seconded and the motion passed with all in favor.

Financial Updates and Approval of Bills

- Susanna to request the return of remaining funds from the 2013 and 2014 budget from the Boro.
- Boro finance system is open now and payments from Dec, Jan, and February are now being processed for payment by the Boro. We will look into options before the end of this year so as to avoid this problem (and late fees) again. The system was closed from Dec 31 through March 1. Reed to check with the BA to see if we can 1. get the rollover money from 2013 and 2014; and 2. at the end of the year, can the library pay bills from the checking account and get reimbursed by the Boro when the accounting system opens.
- John made a motion to pay the bills; Ellen seconded and the motion passed with all in favor.

Director's Report:

- Upcoming new programs include:
 - o Computer classes and tech help starting in late February.
 - o Art & Games program starting in March, this is a social event targeted to seniors; refreshments will be served.
 - o Spanish Book Club starting in September.
- People are using the meeting rooms without scheduling them and without following policy and procedures. We have added some signs, particularly in the basement.
- On 2/18 and 2/19 a man left political literature on the library shelves and carts and also wrote racist messaging and left it on the shelves. The police apprehended the man and he was removed from the library and banned from the library.
- Wireless printing has been set up; library users can now print on the library's printers from their own devices.

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 Zinio, an electronic magazine resource; Zinio has been significantly simplified recently and is easier to use now than in previous years.

Friends

Sondra Flite reported that the Friends are planning to work with a horticulturalist to design the gardens this spring and will incorporate a vegetable garden and public use space.

Committees

Personnel- have reached out to attorney Bertram Busch to review our personnel manual and be available for legal services as needed; he is a library attorney; he will also consult with a labor lawyer to review the personnel manual (expected 3 hours and no more than \$525 total). John made a motion to approve expense of lawyer, Kelly seconded; all approved and motion passed.

Finance- met on Thursday and talked about state aid which has been submitted for 2015; we received \$5,936 last year and are hoping for about the same in 2016, it will be disbursed in October. Also prepared the transfer calculation form and "additional support" demonstrating that we don't have to return any funds to the Boro. Discussed salary increases for part-time staff, increasing base pay to a more competitive hourly rate.

Policy- no news

Buildings and Grounds- have purchased a new people counter (are waiting for the PO to be paid and then it will be shipped and installed). AMEC Electric has submitted a quote to install new outlets with usb ports for charging devices which came in \$600 lower than Tatbit; LK made a motion to approve the quote from AMEC Electric, John seconded, all in favor and the motion passed.

Old Business

Strategic Planning- We received 478 respondents to our survey and got good feedback for the strategic plan. Ten randomly selected winners will receive \$25 Chamber of Commerce gift certificates.

New Business: None

Other: none

Adjournment

Motion to adjourn made by CM, JK seconded; motion passed with all in favor, meeting ended 8:25

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