

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Minutes from MAY 10, 2016**

The meeting was called to order at 7:09pm by Trustees President Linda Koskoski in accordance with the Open Public Meetings Act. In attendance were Hsihsi Chung standing in for vacationing Susanna Chan, Reid Leibfried, Caitlin Mollison, Patricia Glave, Laura Stibich, John Koskoski, Liz Waldron, and Kelly Jaques. Sandra 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.

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

John made a motion to approve the minutes; Kelly seconded; the motion passed with all in favor and one abstention from Caitlin who did not attend the April meeting.

Financial Updates and Approval of Bills:

- Library is still operating with a temporary budget. Reid says the library budget is likely to be introduced at the Council Meeting on May 16.
- Used \$2400 from Marjorie Risk Memorial Fund for Children's books and parenting books.
- Collected \$1300+ in fines and fees and \$628 in Maker donations
- John made a motion to approve the bills, Kelly seconded; motion passed with all in favor.

Director's Report:

- Continue to need repairs to the basement—hole in the wall and processing table falling over because of water damage; need DPW to come in to fix.
- DPW repaved the library parking lot and removed one obstructing tree. The long overdue repaving was necessary, however better communication between DPW and library staff and board would have had a positive impact on the scope of the project (the lots are inadequate as they are currently configured and the board has been discussing a complete rehab as part of the strategic planning process) and would have limited the inconvenience to library users who were given no notice before the work commenced. Several scheduled programs were abruptly cancelled due to lack of parking for the events.
- Reed continues to check in with BA and Becky to chase after the check to refund to the library the remains of the 2013 and 2014 budgets.

- The Library is partnering with Middlesex County College in the Community Work Experience Program (CWEP). Paid by the state, this program helps to provide job training to unemployed adults. The employee works 35 hours per week and can stay in the position for up to 26 weeks before moving on to another job if the library can't offer a position. The library conducted interviews and has accepted an employee (who is a Metuchen resident).
- Book Reading and Signing of *Hacked Again* by Metuchen author Scott Schober and a one-hour workshop on "How to keep your personal data safe from hackers" will be presented by the author on 6/4 from 2pm to 4pm.
- The Library received a \$500 grant from Colgate towards STEM programming.
- The Library is entering into an agreement with Armco to replace the public copier and lease a better quality staff scanner/printer/copier. Previously this was a service and fundraiser operated by the Friends organization.

Friends of the Metuchen Library: The Julia Childs event was a success with a very nice turn out of 52 attendees. The Friends reported that there is unhappiness among their members with the Board's attendance at their events. The Friends will be holding an arts festival in the Library Gallery room on July 30th.

Committee Reports:

Personnel: no report

Finance: Have approved increased hourly wages to help us be more competitive with other local libraries.

Policy: no report

Building and Grounds: The parking lot is a disappointment—we're glad to see the improvements made but we had plans for changes to the layout and we've missed an opportunity. Had to cancel programing, had no opportunity to alert our patrons, and had no input in reconfiguring or making sure it was ADA compliant. Reed communicated the board's unhappiness to the Mayor, Council, and DPW. On a separate note, the Friends asked that the sign in front of the library be cleaned.

Old Business:

Strategic Planning: staff is developing objectives around the stated goals

New Business:

Board is discussing not having a July meeting (skipping both July and August); Linda and Susanna to discuss.

The Metuchen flag in front of the library is looking shabby and the Friends are working on replacing it.

Adjournment: John made a motion to adjourn, Patricia seconded, and the motion passed with all in favor. Meeting adjourned at 8:35PM.

A handwritten signature in black ink, appearing to read "Gura St.", with a horizontal line extending to the right.