

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

The meeting was called to order at 7:10pm by Trustees President Linda Koskoski in accordance with the Open Public Meetings Act. In attendance were Susanna Chan, Caitlin Mollison, Shannon Wagner, Laura Stibich, John Koskoski, Linda Koskoski, Kelly Jaques, and Patricia Glave. Sondra Flite joined from The Friends of the Library.

Linda introduced Shannon Wagner, new trustee to the Board.

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.

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

Financial Updates and Approval of Bills

- We are using 2014 State Aid funds to increase our electronic offerings
- Kelly made a motion to approve bills; Patricia seconded; motion passed with all in favor.

Director's Report

- Water leakage in the boiler room and in the women's room that have been repaired by DPW
- 2 windows are cracked in the Children's Room still need to be repaired
- We have hung a quilt in the Children's Room that was made by students at Campbell School and given to the library in 2002
- Our budget has been approved by the Boro
- Circulation in July and August increased, especially in our electronic content as well as in our in-house lending content (Makery tools, kits in the Children's Room, etc.)
- Susanna working with Patricia to apply for a grant to provide a WiFi hotspot and laptop to loan out to library users. Would be available to take home.
- Big increase in the number of programs and program attendance in the Children's Room with very positive attendee feedback.

Friends of the Metuchen Library

- The Friends have donated a croquet set that can be borrowed at the front desk for use in the Martin Luther King, Jr. Park adjacent to the library.
- Sondra is working on getting a No Idling sign for the parking lot.
- Sondra will also work on getting picnic tables for the park; Reed to check with the Boro to ask if we can repurpose the tables being replaced in Oakland Park. We have chess and checkers games at the front desk that could be brought outside. The ultimate goal is to have chess tables and stools in the park.
- Sondra will work with local businesses and the new Executive Director of the MDA to develop a community event around this year's annual meeting, scheduled for November 4.

Committee Reports

- Personnel-

- Susanna is leaving the library in December and we have begun the search for a new director. We will begin interviews in the next few weeks and hope to have second interviews at our October board meeting. We'd like to have the new director start in the first week of December so that Susanna can help the new director onboard.
- The search committee is made up of the personnel committee, Sondra Flite, Jennifer Meier (Boro Administrator), Susanna, and one other representative of the library (tbd).
- Finance-
 - Continued discussions with Boro regarding the library's personnel policy and salary policy. The library operates separately from the Boro and Library policy, by law, is not dictated by Boro policy. Reed to follow up with the Boro to clarify this.
 - Finance committee to meet to discuss salary range for the new library director position
 - The Board was presented with the "Report of Audit on the Financial Statements and Supplemental Schedules for 2014 and 2015." The finance committee will review the report at present findings the next board meeting
- Policy-
 - Museum Pass Policy was presented for first read. Board discussed amendments to section 14. John made a motion to approve the first reading of the Museum Pass Policy, with discussed amendments. Kelly seconded and the motion passed with all in favor.
- Building and Grounds-
 - Three architects came to discuss the renovations to the lower level and presented proposals for the work.
 - Susanna to use the proposals in preparation of a capital budget request for the Boro for 2017; will be submitted in December 2016 with our operating budget.
 - Finance committee will discuss in a separate meeting as well.

Old Business

Strategic Planning: Review of the draft of the Strategic Plan; comments and suggested edits to be emailed to Susanna by 9/16.

New Business

- Susanna collecting bids for cleaning service.
- Shannon to join the policy committee and finance committee.
- At the October 18th meeting, in closed session, we will hold second interviews for the library director position.
- The next two library meetings will be held on the third Tuesday (10/18 and 11/15) of the month, as per the calendar approved at the beginning of the year.

Adjournment

John made a motion to adjourn at 9:03; Shannon seconded; motion passed with all in favor.

Respectfully submitted on September 14, 2016 by Laura Stibich, Secretary to the Board of Trustees.