

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7PM, TUESDAY, JANUARY 9, 2024**

Via Zoom Videoconferencing

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:43pm. In attendance were Hsihsi Chung (Director), Samina Ali (President), Spencer Dreher (Vice President), Brian Hajjar (Treasurer), Rachel Algier (Secretary), Vinita Jethwani (Council Liason), Charmane Montgomery (Superintendent Liason), Karen Alexander (member), Sue Cea (member), Karen Chaplin (member)

2. Public Session

- No one from the public was present.

3. Approval of the Agenda

- Removal of two points from the agenda:
 - Old Business – Piano Proposal
 - New Business – Welcome New Trustees (covered in Reorganization)

4. Approval of the Minutes

- Motion to approve the minutes, Samina; second, Brian; all others approved.
Abstaining from the vote: Vinita Jethwani, Rachel Algier.

5. Financial Updates and Approval of Bills

- Motion to approve vouchers for December 2023 and beginning of January 2024, Samina; second, Vinita; all present approved.
- Hsihsi has requested updates to 2023 Offsets & Deductions from CFO in order to close out 2023 expenditures and prepare State report.
- Added two items to Finance Committee agenda
 - Ensure all information required for State report is obtained
 - Follow-up on status of 2022 and 2023 leftover surplus funds

6. Friends of the Metuchen Library

- No one from the Friends was present.
- Will be hosting Get Lit fundraiser on February 10th.

7. Committee Reports:

- Building and Grounds
 - Committee did not meet.
- Finance
 - Committee did not meet.
 - Will address obtaining information for State report and determining status of surplus funds at next meeting.

- Personnel, Policy, and Public Relations
 - Met to discuss 2024 Resolutions & Job Description. See New Business.

8. Old Business

- Code of Conduct Policy revised to prohibit tobacco and cannabis product usage in and around the library. Also added standard language reserving the right for appropriate actions to be taken against behavior deemed offensive. Revisions were reviewed by the Personnel, Policy, and Public Relations Committee.
- Motion to update Code of Conduct Policy with revisions noted, Samina; second, Charmane; all present approved.

9. New Business

- Job Description and Job Ad Reviews
 - Full Time Principal Library Assistant resigned 12/28/23. Tasks temporarily reassigned to staff.
 - Hsihsi will post job ads for a Full Time Principal Library Assistant and a Full Time Senior Library Assistant in order to fill the open position.
 - Motion for edits to remove years of experience required for both Full Time Principal Library Assistant and Senior Full Time Library Assistant, Samina; second, Brian; all present approved.
 - Motion to approve salary range for Full Time Principal Library Assistant to \$42,000 – 45,000 and Full Time Senior Library Assistant to \$36,000 – 38,000, Samina; second, Brian; all present approved.
- Petty Cash
 - In 9 months of 2023, \$150 petty cash was needed for incidental expenses.
 - Motion to approve \$200 petty cash for 2024 incidental expenses, Karen; second, Charmane; all present approved.

10. Director's Report

- Pipe repair for asbestos in the basement boiler room was completed.
- Elevator lower-level panel repair is still waiting on a part. Also waiting to receive maintenance cost information for when elevator warranty is over.
- 2024 Library budget is \$1,029,515. This is the first time it is over one million dollars.
- Motion to approve 2024 LMxAC membership cost of \$27,592.02, Samina; second, Brian; all present approve. The 1st & 2nd quarters are \$6,835.94, and 3rd & 4th quarters are \$6,960.07, respectively. Cost will be paid by Metuchen Borough through the shared service agreement.
- 50 Rowdy chairs ordered for the meeting room.
- Library cards with a new logo ordered due to low inventory following the library card drive with Metuchen schools.
- Staff Development Day attendees completed Adult CPR training.
- AED device installed by DPW. Invoice not yet received.
- Metuchen Cares spent ~\$1,000 to purchase 57 young adult titles on teen-related topics to promote mental wellness.

- Staff updates:
 - Joann Jacobson promoted to part-time Principal Library Assistant.
 - Roxanne Pantoja promoted to part-time Senior Library Assistant.
 - Kellie Davideit passed 6 month probationary period to become a permanent employee.
- The Library is teaming up with Metuchen Arts Council to show a Jazz documentary on Max Roach on Jan. 21.
- The Lunar New Year Celebration will take place on Jan. 28.
- The 10x10x100 Art Show had over 140 participants.
- The “Embracing Imperfection” art exhibit is takes place Jan.5 – Feb.28. Reception will be Jan. 20. Wabi Sabi art program is Feb. 25.
- Hsihsi announced she will be retiring in the Spring. The Library Board congratulated Hsihsi and thanked her for all her efforts.
- A Director Search ad-hoc committee was formed with Samina, Karen A, Charmane, and Karen C. to review job ad and salary, establish contingency plans, and assist with the search.
- Motion for edits to Director job posting to adjust years of experience required and adjust expected annual salary range to \$85,000-\$93,000, Karen C.; Charmane, second; all present approved.

11. Adjournment

- Motion to adjourn at 9:09, Samina; second, Charmane; all present approved.

Respectfully submitted by Rachel Algier January 28, 2024