

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7PM, TUESDAY, MARCH 12, 2024**

In Person and 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 7:02pm. In attendance were Hsihsi Chung (Director), Samina Ali (President), Spencer Dreher (Vice President), Brian Hajjar (Treasurer), Rachel Algier (Secretary), Vinita Jethwani (Council Liaison), Charmane Montgomery (Superintendent Liaison, via Zoom), Karen Alexander (member). Not present were Sue Cea (member) and Karen Chaplin (member).

2. Public Session

- No one from the public was present.

3. Approval of the Agenda

- Motion to approve the agenda, Samina; second, Brian; all present approved.

4. Approval of the Minutes

- Motion to approve the February minutes, Brian; second, Karen A.; Spencer and Charmane abstained. All others present approved.

5. Financial Updates and Approval of Bills

- Hsihsi reviewed Municipal Expenditures.
 - 2023 Final Offsets & Deductions received from Borough CFO. Personnel/Deductions were ~\$46,000 lower than estimated.
 - Borough estimates for 2024 Benefits and Deductions are higher than originally estimated, primarily due to medical insurance.
 - Borough will be reserving \$14,000 until 2024 Final Offsets are calculated.
- Motion to approve 2024 vouchers through March 12th, Samina; second, Brian; all present approved.
- Motion to submit 2023 Expenditures Report to CFO, Samina; second, Vinita; all present approved.
- Hsihsi reviewed Library Balance Sheet. Finance Committee reviewing higher interest account options for funds.

6. Friends of the Metuchen Library

- No one from the Friends was present.

7. Committee Reports:

- Building and Grounds
 - Met to discuss capital improvement proposal.

- Finance
 - Met to discuss the following
 1. Higher interest account options for library funds
 2. Possibility of getting a library procurement card
 3. Financing of a new book drop
 - Personnel, Policy, and Public Relations
 - Met to discuss the following
 1. Director job description: Hsihsi making additional changes.
 2. Succession Planning: Karen A. forwarded a planning document to Hsihsi. Hsihsi will fill out the document with procedures, contacts, etc. and provide a draft to the PPP committee for review and comment next week.
 3. Staffing: Hsihsi hired a PT Bookkeeper and plans to hire a PT Library Asst.
 - Recruitment
 - Meeting weekly with consultant.
 - Library Director job has been posted and we have had many applicants.
 - Planning initial Zoom interviews for 4 candidates beginning in April.
 - Will discuss Interim Director at next meeting with consultant.
8. Old Business
- 2024 Capital Improvement Proposal
 - Hsihsi will share document with Board members
9. New Business
- Library Director – Job Description – Revision
 - Library director job description to be further reviewed by PPP
 - Ensure consistent use of term Board. First mention will be Library Board of Trustees then after that will be Library Board.
 - 2023 Expenditures vs 2024 Budget Planning – discussed during Financial Updates
 - Procurement Card
 - Motion to initiate process of obtaining a procurement card up to a limit of \$5,000, Samina; second, Charmane; all present approved.
10. Director's Report
- Children's room benches have been reupholstered.
 - Metuchen Mirror available for free online access.
 - Garnet Liew hired as part-time Bookkeeper.
 - Zack Brackett promoted to part-time Senior Library Assistant.
 - Metuchen-Edison Historical Society held its annual Local History Day on 2/18/24.
 - Art of Wabi-Sabi workshop had ~30 attendees.
 - Metuchen Makers Day will be celebrated 3/16/24.
 - Alisa Dupuy's Ladies of History program, featuring female spies of WWII, will take place on Wednesday, 3/20/24.
 - Cornerstone Jazz Concert by Dave Stryker Quartet is scheduled for Sunday, 3/24/24.
 - The Library is planning a Comics Fest: A Celebration of Graphic Novels in May.

11. Adjournment

- Motion to adjourn at 8:38pm, Samina; second, Brian; all present approved.

Respectfully submitted by Rachel Algier April 2, 2024