

Metuchen Public Library

Board of Trustees Meeting

December 13, 2011

The meeting was called to order by President Marian O'Connell at 7:10 pm in accordance with the Open Public Meetings Act. Also present were Melody Kokola, Library Director, Bernard Ackerman, Liz Waldron, and Ellen Greenberg, Trustees, and Sondra Flite, Liaison from the Friends. Ms. Kokola offered to take the minutes in the absence of the secretary.

There were no minutes from the November meeting.

There were several new agenda items: the expansion of the Board by two members, the publishing requirement for notices.

After reviewing the voucher and check lists, Mr. Ackerman moved and Ms. Greenberg seconded the motion to pay all invoices as presented.

Ms. Kokola noted that payroll checks representing the 2011 increase of 2% for staff and 2 ¼% for the director were distributed on Dec. 9th. Petty cash funds have been returned to the Borough. Two 2012 budget proposals were distributed for discussion: the first, representing a zero increase and the second representing the 1/3rd mill minimum reflecting many line items at zero funding. Also included were two salary options. Further discussion of the budget was moved to later on the agenda.

Ms. Kokola discussed the annual inspection and purchase of new fire extinguishers. Statistics reflected increase use over last year. The next trustee institute will be held on June 2, 2012. Sara Rizzo, graduate student at SCILS, will be working with teen librarian Katherine Liss as part of her 150 hour internship

Sondra Flite, serving as President Pro Tem of the Friends of the Metuchen Library, following the death of Dr. Anthony Arlotto in November, emphasized the importance of having an assigned liaison to the Library Board. She will contact the Shade Tree Commission about replacing a flowering tree on Library grounds near the parking lot.

Under Old Business, Ms. Greenberg announced a meeting with the space planner on Dec. 20th.

Under New Business, there was discussion of expanding the number of trustees in order to facilitate quorums at meetings. Library law already permits boards to be as large as 9 people: 7 trustees from the community, 1 person representing the governing body, and 1 person representing the local school system; we have 7 members and all are voting members. According to the Borough Administrator, this Board needs to make a written request to the Mayor for additional members. It was noted that Metuchen will have a new Superintendent of Schools in 2012; at that time, an invitation will be extended to Vincent Caputo to join the Board or to select a representative. Further discussion of the expansion was tabled to the January meeting to allow the 2012 Council Liaison to participate in the discussion.

Also under New Business, Ms. Kokola noted that according to the Borough Clerk, notices of meetings must be announced in the local newspaper as paid, legal notices. Therefore, a new line item requesting \$200.00 will be added to the 2012 budget request

The Board then went into closed session to discuss the 2012 budget request and salary increases for staff, and Ms. Kokola left the meeting at 8:25 pm.

Following discussion, the Board came out of closed session and voted to offer a 2% across the board raise to employees for 2012, and asked Ms. Kokola to submit a defensible budget for 2012, one which included reasonable funding for all line items and would total more than the 1/3rd mill minimum.

The meeting adjourned at 8:_____p.m.

The reorganization meeting will be held on Tuesday, January 10, 2012 at 7 p.m.

Respectfully Submitted,

Melody Kokola