

# Metuchen Public Library

## Board of Trustees Meeting

July 10, 2012

The meeting was called to order by President Liz Waldron at 7:05pm in accordance with the Open Public Meetings Act. Also present were Melody Kokola, Library Director, Marian O'Connell, Ellen Greenberg, Linda Koskoski, Sondra Flite, of The Friends of the Library, Patricia Glave and Pete Cammarano.

The following items were added to the agenda: Financial Statement, Voucher List and Check List review.

The Board discussed several options for balancing the budget due to the shortfall.

Changing the hours of operation, including closing on Sunday and possibly shortening the hours of operation were discussed but deemed undesirable in relation to how much money it would save.

The Board looked at what funds might be available to supplement the shortfall including fines, state aid, savings, endowments and aid from The Friends of the Library. The Children's room renovation was also put on the table, although The Board acknowledged that several safety issues would need to be addressed regardless of whether the entire renovation takes place.

We talked about planning a campaign to make the public aware of the budget issues and possible fundraising for the Children's Room.

State Aid was discussed. It comes in October totaling approximately \$6,000 and has to be spent in two years. We also discussed using unspent State Aid that was earmarked for the Children's Room Renovation.

The Board also discussed eliminating overtime for Sunday hours worked and how to change the policy. The new policy would be as follows:

- The policy would be in effect starting 9/1/12 until further notice
- Part time employees will be paid straight time for Sunday hours.

- Full time employees will get a ½ comp day for working on a Sunday. The comp time will be taken as follows: If the employee is working on Saturday, the comp day would be taken the week before. If the Sunday is worked the comp day is taken the week after.

A motion to revise the Sunday Overtime Policy was made and passed by the Board with the understanding that a second reading of the policy change for Overtime will need to occur at the next meeting, August 7, 2012.

The Longevity Policy was discussed as was the Vacation Policy with no changes made at this time but with the understanding that changes may be made going forward.

This all lead to the following funds being moved to the operating budget:

State Aid Current and Upcoming	\$ 13,733
2009 Turnover	20,000
Overtime Savings	<u>10,000</u>
	\$ 43,733

The Director's Report followed this discussion. There will be an exhibit on Thomas Edison co-sponsored by the Library and the Metuchen Edison historical society in October 2012. The Edison Museum has officially opened and Nancy Zerbe is sending a copy of the museum's exhibitor agreement to expedite the long term loan or our light bulb.

Ms. Kokola also gave a report on the building which included some repairs that need to take place and were forwarded to the DPW who will obtain a quote from Binsky.

A painters quote in the amount of \$3,745 was obtained for the Children's Room. This was deemed a repair not an improvement. Ms. Kokola is going to get 1 to 2 more quotes.

Ms. Kokola left a message for Franklin Public Library to get carpet provider information.

The Electrical system needs to be addressed. Mr. Cammarano is going to follow up with DPW to see if they can do it. However, due to the extensive nature of the work, it will probably need to go outside. To this end, Ms. Kokola will start getting quotes in time for the August meeting.

Ms. Waldron reported that the board will be expanded by 2 Trustees, Kelly Jaques and Laura Stibich. She also discussed the need to have subcommittees such as Audit/Financial and Library Projects. She asked the board to be prepared to make suggestions at the next meeting.

Sondra Flite of The Friends asked for the Board to put together a “Wish List” of things we’d like to see for the library. She also asked if the Friends annual meeting, which is scheduled for the third Tuesday in October, can run late since they will be doing an antique roadshow type fundraiser. She also asked that the Friends be kept in the loop as much as possible so they can be the public voice of the library.

The next meeting was set for August 7, 2012 at 7pm. A motion to adjourn and was passed at 8.55pm.

Respectfully Submitted

Linda M. Koskoski