

METUCHEN PUBLIC LIBRARY

Board of Trustees Meeting –

The meeting was called to order by President Elizabeth Waldron on June 6, 2012 at 7:02 pm in accordance with the Open Public Meetings Act. Also present were Melody Kokola, Library Director, Peter Cammarano, Borough Council Member, Patricia Glave, Ellen Greenberg, Marian O'Connell, Trustees, Sondra Flight from the Friends of the Metuchen Library, Kathy Liss, Librarian, Ms. Young, Librarian and representatives from Suplee, Clooney & Co., auditors. Ms. Greenberg offered to take the minutes in the absence of the secretary.

The minutes from the May meeting were distributed and the acceptance of the minutes from the April meeting were accepted unanimously.

New agenda items discussed:

1. Robert Swisher, partner at Suplee, Clooney & Co. presented the Audit Review of the Metuchen Public Library for the years 2010 and 2011. Mr. Swisher made several suggestions to the library board including new methods to track finances, sick-time and vacation-time, and management of Library investments currently held in Certificate of Deposits.

2. Board discussion of audit and suggestions.

Ms. Waldron suggested the Board review Quick Books as a way to handle financials.

Ms. Waldron asked Ms. Kokola to provide the Board of Trustees details on vacation and sick-time protocol.

3. After reviewing the financial report, voucher and check lists, Mr. Cammarano moved to pay the bills and Ms. Greenberg seconded the motion to pay all invoices as presented; the motion passed unanimously.

4. Ms. Kokola read the Director's Report.

On-going Business

5. Discussion of the Children's room renovation and needs.

Ms. Kokola said the room needs additional electrical circuits.

Inspector found asbestos in floor tile. The tile is safe as is and if left undisturbed.

Painting, room painter will need to be Lead Certified.

Board needs estimates for painting, electric, artwork, and floors.

New Business

6. Ms. Liss talked about joining forces with the schools to bring authors into Metuchen.

7. Ms. Waldron discussed the need for sub-committees on the Board of Trustees. Sub-committees to be determined at a future meeting.

Friends of the Metuchen Library

7. Ms. Flight reported the Friends of the Library need a new officer: Recording Secretary and the Friends are offering access to free admission to museums.

7. Ms. Waldron announced that two new trustees are coming to the board.

The meeting adjourned at 9:05 PM. Ms. Greenberg motioned to end the meeting, Ms. O'Brien seconded the motion; the motion was passed unanimously.

The next meeting will be held on Tuesday, July 10, 2012 at 7:00 p.m.