

Metuchen Public Library

Board of Trustees Meeting

November 13, 2012

The meeting was called to order by President Liz Waldron at 7:08 pm in accordance with the Open Public Meetings Act. Also in attendance were Melody Kokola, Library Director, Marian O'Connell, Ellen Greenberg, Linda Koskoski, Kelly Jaques, Laura Stibich, Pete Cammarano, Sondra Flite and Patricia Glave.

The October Meeting Minutes were approved.

Ms. Waldron informed board that Caitlyn Mollison would be joining the board as the newest trustee.

Pete Cammarano passed out the 2006 Consultant's Report for the board to review.

A financial report was given by Ms. Kokola in which she reviewed the voucher list and the check list. During this Checklist review, Ms. Kokola informed the board that the Friends had gifted \$8,000 to the library. Mr. Cammarano asked about the necessity of retaining a fax line and Ms. Kokola explained that it was still very much used for requests and vouchers and can double as a phone line. Ms. Kokola also explained that the funding level would be dropping to \$717,902. A motion to pay bills was approved.

Ms. Kokola gave the director's report highlighting the following items:

East Coast Painters have started the exterior painting.

The Right to Know Binder has returned to the Library. This Binder contains list of all chemicals used in the library such as toners, cleaning fluids, pesticides, etc. An outside firm evaluates the information and helps to keep it current.

Previously, Ms. Kokola made a request for new computers and a quote was obtained in the amount of \$5409.48. The board previously approved a motion to purchase the computers once another bid was obtained. That second bid was obtained and it was determined to go ahead with the first bid. A motion was approved to buy the computers.

Ms. Flite reported on The Friends of the library. Ms. Flite was elected as the President of the Friends of the Metuchen Public Library for a term of 2 years. Ms. Flite stated that the recent fundraiser was well attended and raised \$300. She also reported that longtime Friends member, Bill Bransfield died. He was an active member of the Friends and his contribution will be missed.

Ms. Flite reported that Marilyn Silver will be joining the Friend and will be assuming responsibility of recording secretary.

Ms Kokola reported that at present, she has one employee out on medical leave. She is also hosting 2 students from the Lakeview School as volunteers.

Old Business included:

Fundraising – Ms. Jaques reported that a 3 feeder spiral wishing well is available at a cost of \$1500. The wishing well is not rentable. She also reported that a dynamic donation stand is \$477 plus shipping. We talked about how the dynamic donation stand might also be hosted by local businesses. Ms. Flite agreed to talk about it at the next friends meeting.

Children’s Room – Ms. Waldron contacted Bill Boerth to review the electrical estimates and will be running it by the Middlesex Educational Services.

New Business:

Pete Cammarano made a request for an operating budget based on the 1/3 mill. He asked for actual figures for 2012 expenses and anticipated figures for pensions, social security and healthcare. Melody agreed to gather these figures for the next board meeting.

The next meeting was set for December 11, 2012 at 7pm.

A motion was made and approved to adjourn the meeting at 8:28pm.

Respectfully Submitted,

Linda M. Koskoski