

# Metuchen Public Library

## Board of Trustees Meeting

October 9, 2012

The meeting was called to order by President Liz Waldron at 7:05 pm in accordance with the Open Public Meetings Act. In attendance were Melody Kokola, Library Director, Marian O'Connell, Ellen Greenberg, Linda Koskoski, Kelly Jaques, Laura Stibich, Pete Cammarano and Sondra Flite.

The September Meeting Minutes were approved.

A financial report was given by Ms. Kokola in which she reviewed the voucher list and the check list. A motion to pay bills was approved.

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

East Coast Painters was selected to complete the exterior painting. Ms. Kokola will follow up with them to obtain a copy of their certification and set the start date.

Two Electrical Code Violations have been remedied by DPW. The rest of the work will need to be completed by electricians for which we do have proposals. Ms. Waldron volunteered to reach out to Bill Boerth to have him or someone from DPW to review the proposals.

Previously, Ms. Kokola made a request for new computers. She presented a quote for 7 new computers at a total cost of \$5409.48. This would cover 2 new units in the public space, replace 3 units in the teen area and replace 2 units at the front desk. The new computers would be paid for by a combination of funds from the Friends, State Aid and unrestricted funds. A motion was approved for the purchase of the computers once another bid is obtained.

Ms. Flite reported on The Friends of the library. The annual meeting is scheduled for 10/16/12 at 7pm. The friends raised \$4000 at the book sale. Ms. Flite also reported that the Friends are interested in earmarking their gift for specific projects such as the Edna Newby Film Festival, furniture for the children's room etc. She would like a multi-year plan of purchases the library would like to make so the Friends can plan their fundraising.

At the last meeting Ms. Kokola agreed to confirm the lead time for shelving for the Children's Room. She reported that the supplier needs an 8 week lead time. They will house the shelves for 1 month for free from the time we say we need the shelves.

The board discussed the estimated \$50K cost to start the project and whether the original funding is still available which, per the Director, it is. The Board also discussed different issues such as a new front desk and organizing the office space.

New Business included the following:

A revised fundraising proposal submitted by Ms. Jaques which she reviewed with the board. No decision was made on how to proceed.

The Policy Review Committee will obtain the Borough Policy for Human Resources from Mr. Cammarano for review. Ms. Kokola also agreed to provide the Review Committee with remainder of library policies for review.

The resignation of Bud Ackerman was received by Liz Waldron. She asked for recommendations for fill this position.

The next meeting was set for November 13, 2012 at 7pm.

A motion was made and approved to adjourn the meeting at 8:50pm.

Respectfully Submitted,

Linda M. Koskoski