

Metuchen Public Library
Board of Trustees Meeting
September 11, 2012

The meeting was called to order by President Liz Waldron at 7:12 pm in accordance with the Open Public Meetings Act. Also present were Melody Kokola, Library Director, Marian O'Connell, Ellen Greenberg, Linda Koskoski, Kelly Jaques, Laura Stibich, Patricia Glave Pete Cammarano and Sondra Flite.

The August Meeting Minutes were approved.

A financial report was given by Ms. Kokola in which she reviewed the voucher list and the check list. Check #4974 made out to Alex Dawson for the Hobbit, 8/29, was added to the list of checks.

Ms. Kokola pointed out that once the budget is approved, the employee raises will kick-in and be retroactive to 1/1/12 but as of this meeting that has not yet happened.

An internal transfer from interest on the endowment fund was made to cover the cost of films and a graphic novelist.

The Financial and Policy Review Committee conveyed that they are planning to do a comparison of library policy and boro policy and will set up a meeting to get the process started.

Ms. Kokola reported that the give-away calendars for 2013 were ordered in May and will be paid for by the Friends.

The expenses for cleaning were discussed as they are quite high. The library is cleaned 5 times a week. Ms. Kokola was asked to share the cleaning specs from the current cleaner so that they can be compared with other cleaners.

A motion was made and passed to approve paying the bills.

Ms. Kokola reported on the building starting with a report on the electrical work. Three proposals have been submitted and a fourth has not yet been received. Additional problems were discovered during the process which were confirmed by the Borough Electrical Inspector. Ms. Kokola is going to see if Borough Maintenance can do any of the work which may change the specs.

A decision regarding the exterior painting was not made as Ms. Kokola was unable to obtain 3 quotes. Ms. Koskoski agreed to take on the responsibility of obtaining quotes and will report on this at the next meeting.

Ms. Kokola made a request for 6 new computers at a total cost of \$9,600. Library Patron Linda Crownover of 15 Windy Hill Road came in to talk about the need for new computers and is willing to donate \$500 towards this purchase. Ms. Kokola was asked for a more detailed proposal for the computer purchase. She was also asked for an inventory of all current technology, including printers, scanners and software so that a technology plan, suggested by Mr. Cammarano, could be created so that future technology purchases could be better planned for. The Board discussed whether a technology subcommittee might be needed. Ms. Greenberg and Ms. Stibich agreed to assist in cost comparison for the computer replacements.

Ms. Kokola agreed to confirm how much lead time is necessary for shelving.

The board also discussed the fact that the doors to the building were left open in error one evening. Ms. Kokola is going to review proper procedure with staff.

Ms. Flite reported on The Friends of the library. The annual meeting is scheduled for 10/16/12. It will be an appraisal fundraiser. The suggested donation for each appraisal is \$10. Ms. Flite and Ms. Jaques also discussed possibilities for fundraising for the children's room. She also requested a staff list and also a wish list of 6-8 larger goals of the library so that the Friends could research grants.

Ms Jaques made a presentation of fundraising ideas including a direct mail appeal, grant writing, spiral wishing well, penny wars, special event, progressive dinner, Stress Factory fundraiser and family sponsored equipment for the library. Ms Jaques and Ms. Flite will coordinate fundraising effort.

The next meeting was set for October 9, 2012 at 7pm.

A motion was made and approved to adjourn the meeting at 8:59pm.

Respectfully Submitted

Linda M. Koskoski