

Metuchen Public Library

Board of Trustees Meeting

April 9, 2013

The meeting was called to order by President Liz Waldron at 7:10 pm in accordance with the Open Public Meetings Act. Also in attendance were Marian O'Connell, Ellen Greenberg, Linda Koskoski, Kelly Jaques, Laura Stibich, Caitlyn Mollison, Pete Cammarano, Patricia Glave and Pete Cammarano and Melody Kokola

The minutes for the March meeting were approved.

Financial Report

Melody reviewed the Voucher List.

2013 Budget Request – There was discussion of some of the budget lines and what they include. Concern was expressed over the Building Maintenance request as it was lower than the 2012 expenditure. Melody explained that the choice was to increase the amount and lower the Book budget or supplement the cost with library funds. Pete requested bids for the cleaning service since the cost is getting close to the \$17,500 threshold. Melody went on to explain that the Office Supplies includes books that are given away for programs and that the Friends fund many of these.

The Book/Materials figure will be reduced by 40%. The director was asked to look at the usage for WestLaw to see if we needed to retain that service. The Board also asked the director to look at exactly how much we spend on the Asian Collection.

A motion to approve the budget was carried.

Per CFO, the library has a surplus of \$9,247.12 from the 2012 budget. It seems as though we still have some funds encumbered but it is unclear as to what those expenses are. Pete is going to check on whether the library can have the surplus funds this year or if they will be available in 2014.

Budget is to be presented to Council on Monday 4/15 at 6.30pm.

Melody reviewed the checklist. Linda discussed the need to address the first payment for Pro Libra, the book movers and agreed to email the voucher to Melody. Bill Paying was approved.

Director's Report

Technology - The Board asked the Director why the laptops were not yet returned to the teen area for which they were originally donated given that new computers have been received and for the most part are already in use. The Director said that the computers need SAM software which allows the librarians to manage use of the computers. Since this was the first the Board had heard of SAM, Melody was instructed to return the laptops to the teen area and present due diligence on the purchase of this software at the next Board Meeting. We also discussed the donation that a library patron made in the amount of \$500 specifically for a computer. That computer has not yet been purchased so the Director was instructed to purchase it as soon as possible.

The Board has requested a technology inventory so that any upcoming hardware/software needs may be identified quickly.

State Aid – The state aid application was submitted without a required statistical report. The deadline was extended to 4/15/13. Melody told the Board that she was expecting to have this report completed and submitted by 4/11/13. She is to let the Board President know when the report is filed.

Personnel – A request was made to replace 2 graduating High School Students who are part timers. This request is tabled until the May meeting.

Public Comments – Ernest Docs presented concerns of maintenance issues and of the wireless being a weak signal. He also said that he knew of a program that provides aid for technology. He is going to email the Director the information.

The Director was asked to set up an email for the Board as well.

Caitlyn brought up the issue of an un-informative outgoing message on the Library's voicemail which the Director will look into.

The public portion of the meeting concluded at 8.30pm.

Old Business

Children's room update – Linda gave a quick update to say that the project was underway with room having been emptied and the electrical work about to begin.

2013 Resolution – The board had a second reading and moved to approve the Resolution subject to changes in wording.

The Meeting moved to close session at 8:48pm and returned to open session at 8:55pm.

The next meeting is set for May 14, 2013.

Meeting Adjourned at 8:56pm.

Respectfully Submitted by,

Linda M. Koskoski