

**Metuchen Public Library
Board of Trustees Meeting
Minutes from December 12, 2013**

The meeting was called to order by President Liz Waldron at 7:03 pm in accordance with the Open Public Meetings Act. Also in attendance were Ellen Greenberg, Peter Cammarano, Patricia Glave, Kelly Jaques, Laura Stibich, Sondra Flite, Glynis Brookens, Anne Roman, Interim Director and Susanna Chan, Director.

Approval of the Agenda

Ms. Stibich made a motion to approve the new agenda and Ms. Glave seconded the motion. The agenda was approved.

Approval of the Minutes

Ms. Jaques made a motion to approve the November minutes and Ms. Stibich seconded the motion. The minutes were approved.

Financial Updates and Approval of Bills

Ms. Roman gave a financial update and asked for approval of the bills in the amount of \$25,549.75. \$47,745.09 remains for salary, wages, and utility bills for the rest of 2013.

Ms. Stibich made a motion to pay the bills, Ms Jaques seconded and the motion was approved.

The elevator maintenance contract has been renegotiated; as a result, the annual fee was reduced from \$3,000 to \$2,100.

Interim Director's Report

- Ms. Roman reported that she has been working furiously with Ms. Chan from December 2 to December 10 to finish the 2014 operating budget request and capital budget request.
- The deadline to submit the 2 budgets was December 13.

Committee Report

1. Building and Grounds

- Ms. Waldron asked about the bill relating to phone maintenance. Ms. Roman explained that the repair of the Library's phone system required 17 hours of time (\$2,040.00) from Richard DiNapoli, the IT contractor for the Borough. The repair work also included new equipment (\$340 for a switch), so that the total repair job was billed at \$2,380.00.
- The Library initiated a purchase order to program the telephone system so that an auto attendant would initially respond to phone calls and allow patrons to route their call to the desired department.
- An electrician was called to fix two basement lights that had issues that the DPW was not able to identify. The cause of the issue was a splice in the wiring and therefore, the cost of repair will involve six hours of labor and no parts.

- Ms. Chan, Ms. Brookens and Ms. Roman met with Stew Fife of Library Interiors to select furniture for the completion of the Children's Room renovation and to discuss phasing in new furniture for the Main Floor that would be ADA compliant.

2. Finance

- Nick Olimpaito, the bookkeeper, and Ms. Roman have been entering the library's checking and savings account data for 2013 into Quick Books. As of early December, we are current with entries.
- We have been working closely with Carol Klein and Becky Cuthbert, Finance Officer for Metuchen, to close out the 2013 municipal budget. The process is moving along very smoothly.
- The Finance Committee and Mayor Vahalla met with the new director and the Interim Director on December 3 to discuss the municipal budget request for 2014 and the capital budget request.

Commented [B1]: Put in names?

3. Personnel

- Ms. Chan, library director, arrived on December 2. Several trustees, the president of the Friends of the Library, and the mayor were at the library to welcome her over bagels and coffee. Ms. Chan attended the November 19 Friends of the Library meeting to introduce herself to the Friends.
- Ms. Chan met with Ms. Roman and Ms. Waldron on November 15 to discuss her new responsibilities. Ms. Chan also met with Ms. Roman on November 22 for a preliminary conversation about library staffing and budget. These meetings took place on Susanna's own time prior to her official start date of December 1.

Friends of the Metuchen Library

- President of the Friends Ms. Flite stated that the intent of the \$9,000 gift from the Friends to the Library was to continue the Film Festival, teens and, children's programming.
- The Friends will continue to fund Mango Languages.
- There is a possibility of moving the Friends' annual gift to January.
- Ms. Flite mentioned that the Friends of the Library has a new "sponsor" level. The donors of this sponsor level may have the possibility of getting a car magnet and to attend a Friends' Tea.

Old Business

1. Children's Room Renovation

- Ms. Chan reported that the cost of the Children's Room Renovation, Phase II was estimated at \$16,888.14 for furniture, end panels and other accessories.
- Ms. Brookens discussed the furniture options for the room.
- The new furniture will be handicapped accessible.

Ms. Roman requested a motion to approve furnishings not to exceed \$17,000. Ms. Glave made a motion to approve and was seconded by Ms. Stibich. The motion was approved.

2. Endowment Fund

There is \$11,125.30 in the checking account for upcoming bills. Nick Olimpaito, the Bookkeeper, is able to print out reports from the newly setup Quick Books that show the Balance sheet and Profit & Loss by Class.

Commented [B2]: You mentioned his full name already once

3. Approval of Library Audit for 2012

Ms. Roman mentioned that most issues concerning the Library's audit, including the sick and leave time policy, have been resolved.

Mr. Cammarano made a motion to approve the audit and was seconded by Ms. Stibich. The motion was approved.

New Business

1. Review and Adoption of Inclement Weather/Emergency Closing Policy

The Inclement Weather/Emergency Closing Policy was reviewed and approved with slight modification.

Ms. Jaques made a motion to adopt the policy and was seconded by Ms. Stibich. The policy was adopted.

2. Review and Approval of Municipal Budget Request for 2014

- Ms. Chan presented the Library's funding comparison from 2009 to 2014, and the percentage of funding lost during the past five years.
- Ms. Chan also presented three budget scenarios, a comparison of funding and operating hours for libraries serving a population similar to Metuchen, and the number of part-time hours needed during the library's operating hours.
- Ms. Waldron discussed with Mr. Cammarano about whether the Library can use the leftover unexpended funds from 2010 to 2012.
- There were discussions on how to increase revenues for the Library. One of the suggestions was to develop a policy to differentiate fees for printing and copying of color and black & white copies.

Ms. Jaques made a motion to submit a flat budget with the 2014 Municipal budget request, which was seconded by Ms. Glave. Mr. Cammarano abstained. The motion was approved.

3. Review and Approval of Municipal Capital Request for 2014

Ms. Chan presented the 2014 Capital Budget Request for ADA compliant items, including the front and back entrance doors, a circulation-reference combined desk, computer work stations, and new book display ranges.

Ms. Glave made the motion, which was seconded by Ms. Stibich. The 2014 Capital Budget Request was approved.

4. Review and Adoption of 2014 Revised Holiday Schedule and Operating Hours

The 2014 calendar with a revised holiday schedule and operating hours was submitted. The Library will close on Sundays effective February 1st.

Ms. Jaques made a motion to approve the revised calendar, and was seconded by Ms. Greenberg.

Personnel

The meeting moved into closed session to discuss personnel.

Ms. Jaques made the motion, and was seconded by Ms. Stibich. The motion was approved.

Ms. Greenberg made a motion to return to open session, and was seconded by Ms. Stibich. The motion was approved.

Due to the staff shortage, Ms. Chan was exploring the idea of passive programming to increase the amount of programs at the Library.

A proposal was put forth to retain Ms. Roman for 4 hours a week for 4-6 weeks starting in January 2014, at a rate of \$60 an hour.

Mr. Cammarano made the motion, which was seconded by Ms. Jaques. The motion was approved.

Ms. Chan will be at the Council Meeting on Monday 12/16/2013 at 7:30pm.

Ms. Stibich moved to adjourn the meeting at 9:30 pm. This was seconded by Ms. Jaques and the board unanimously approved.

Submitted by Kelly Jaques 1/10/14