

Metuchen Public Library

Board of Trustees Meeting

February 5, 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 Melody Kokola.

Caitlyn and Liz signed the Oath of Office.

The January Meeting Minutes were approved.

The following motions were approved:

- The Depository of Library Funds
- The Director as Purchasing Agent
- The Holiday Schedule for 2013

Financial Report

Since some bills for 2012 could not be encumbered, the actual available balance is not accurately reflected in the financial report. Melody will report the final available balance and Pete will check to see if any remaining balance can be added to the 1/3 mill. Melody also reviewed the check list. A motion to pay bills was approved.

Director's Report

The elevator was found to have 2 violations. The report was submitted to DPW for authorization of repairs. A lack of heat on 2 days was reported to DPW.

Seven computer desktops were ordered from Dell but had not yet been received at the time of the board meeting. Liz asked if this meets the current computer needs and Melody said that the sign-up sheets reflect that it does. The board asked for a more comprehensive technology plan so that costs for replacing technology can be anticipated.

The Friends were not present for an update but the board briefly discussed the upcoming fundraiser, An Afternoon with Andrew McCarthy.

Children's Room

A meeting with the planner is set for 2/6/13. The board talked about the optimal time to complete the project and determined that it would be best if it could be done before the busy Summer Program season. A timeline will be discussed with the planner to see if this is achievable.

Fundraising

Melody said that Fines and Fees currently bring in about \$1000 per month. She raised the idea of possibly increasing the fees.

2013 Budget Request

The Director submitted the Budget request which reflects a possible shortfall based on expense history and the 1/3 mill amount. The board discussed several options on how to handle a possible shortfall. It was decided that we would address this issue again once the final numbers for 2012 are obtained.

New Business

The Policy Committee has obtained the Personnel Policies from Pete. Marian has reviewed the materials and reported that the material needs to be organized. The committee will continue to review and organize the current policy and compare them to model policies as well as the policy of similar public libraries.

Next meeting is set for March 12, 2013.

Meeting Adjourned at 8:49.

Respectfully Submitted by,

Linda M. Koskoski