

Metuchen Public Library
Board of Trustees Meeting
January 8, 2013

The meeting was called to order by President Liz Waldron at 7:13 in accordance with the Open Public Meetings Act. Also present were Caitlin Mollison, Ellen Greenberg, Patrician Glave (liaison for the Metuchen Board of Education), Marian O'Connell, Pete Cammarano, Kelly Jaques, and Laura Stibich. In the absence of Linda Koskowski, Board Secretary, Mrs. Stibich was asked to take minutes.

Due to the absence of the board secretary there were not minutes to review from December's meeting.

The Reorganization of the Library Board was the first agenda item.

- Mrs. Waldron was reinstated as Board President and Mr. Cammarano confirmed that her term was renewed for 5 years at a recent Boro meeting.
- Ms. Greenberg was reinstated as Vice-President.
- Ms. Koskoski was reinstated as secretary.
- Marian O'Connell asked for volunteers to replace her as Treasurer and Caitlin Mollison accepted the nomination.

In lieu of swearing-in, new and reinstated board members will sign an oath at the February meeting.

Mrs. Waldron asked for new agenda items.

1. Mr. Cammarano introduced a discussion about the library's auditor, referencing a perceived conflict of interest stemming from the fact that the library auditor is also the borough's auditor. Mrs. O'Connell offered that her experience with the library auditor suggested that an independent auditor is required. Mr. Cammarano will discuss the perceived conflict with the auditor and instruct that the library and borough not be compared in any audit.
2. Mrs. Stibich suggested inviting library staff to join us at the meeting to meet the board members and to discuss goals and ideas for 2013 with the goal of opening better communication between the board and library staff and helping the board to better understand the staff's needs. It was suggested by Ms Glave and Mrs. O'Connell that the staff might need some advance time to prepare for these introductions and Mr. Cammarano said staff cannot come to the board meeting during their working hours to discuss library issues as citizens but could come for a minute if invited and approved by Mrs. Kokola.
 - o An alternate suggestion was made that following the meeting the board ask if any of the staff might be able to give a brief library tour.
 - o It was suggested that Mrs. Kokola invite members of the staff to join the meetings in the future.

As Mrs. Kokola was not in attendance, there was no Financial Report or Director's Report to review at the meeting. A discussion of the Financial Report and 2013 budget were postponed to the February meeting.

Old Business was discussed:

- The Children's Room electrical work now has three competitive bids, but two of those were provided before the electrical code violations were corrected.
 - o G&L Electric (Metuchen) \$6500
 - o JEC Electric (Edison) \$7600
 - o Tatbit Co. (Metuchen) \$2783

Now that the code violations are no longer a consideration, Mrs. Waldron will ask Mrs. Kokola to request revised bids from G&L and JEC before the February meeting so that work can commence in February. Mrs. Waldron expressed her hopes that the Children's Room work can be completed this year.

- The exterior painting is complete and it is time for the painter's sign to come down.
- Seven computers were recently purchased and should be in use soon.
- The 2013 library budget needs to be settled at the next meeting. Ms. Greenberg and Mrs. Waldron met with Mrs. Kokola last week and asked her to put together the most reliable budget possible. Mrs. Kokola had recommended five to 10 "furlough" days when the library would be closed completely and no salaries would be paid, believing that kind of cut might help balance the library's budget. Mrs. O'Connell disagrees with this position. Mr. Cammarano also disagrees and disputes the term "furlough" saying that closing the library isn't a furlough day; a rotation of employees who take a day off without pay would be considered a furlough day.
- Mrs. Waldron asked the subcommittees to work together this year to meet their goals and will work with Mrs. Kokola to set library goals for 2013; Mrs. Waldron and Ms. Greenberg will meet with Mrs. Kokola outside of the monthly Board Meetings in order to have more fluid communication between the Board of Trustees and the Library Director, suggesting that they will meet once each month, between the meetings.
 - o Two subcommittees were established at the August 7, 2012 meeting:
 - Financial and Policy Review Committee: Mrs. O'Connell, Ms. Glave, and Mr. Cammarano
 - Building Upgrade and Maintenance Committee: Ms. Greenberg, Ms. Koskowski, Mrs. Jaques, and Mrs. Stibich
- Mrs. O'Connell spoke on behalf of the Policy Review Subcommittee. She and Ms. Glave have been meeting regarding library policies and Mrs. Glave has provided valuable information that can be used to update some of the policies provided in the 1992 report provided by Mrs. Kokola. The Policy Subcommittee will put together some policies and suggestions for the next meeting.

New Business:

- The 2013 meetings will continue to be held the 2nd Tuesday of the month with the exception of February since February 12 is a Boro holiday and that causes a meetings conflict. The February meeting will be held the 1st Tuesday of the month, February 05.

The meeting was officially adjourned at 7:55 PM.

Following the meeting, Mr. Cammarano, Mrs. Waldron, Mrs. Jaques, Ms. Greenberg, Mrs. Stibich, and Ms. Mollison requested a tour of the library. The Reference Librarian graciously took these board members on a tour, pointing out highlights of the library's collection including the archives of *New York Times*, the magazine collection, and the audio books, as well as taking time to discuss the online resources, reference resources, and consortium resources available to library patrons. The board also learned that there are four additional computers in disrepair and in need of service or replacement and that there are only four computers currently assigned for public use, two on the main floor and two in the Children's Room. There are none in the Teen Section. Additionally, the large television in the teen section is under-utilized and suggestions were requested for how it could be better used by the teens and general library patrons.