

Metuchen Public Library
Board of Trustees Meeting July 16, 2013

The meeting was called to order by President Liz Waldron at 7:05 pm in accordance with the Open Public Meetings Act. Also in attendance were Melody Kokola, Marian O'Connell, Ellen Greenberg, Linda Koskoski, Kelly Jaques, Caitlyn Mollison, Patricia Glave, Sondra Flite, and Laura Stibich.

- No minutes to review from June 11, 2013 meeting
- No new agenda items added
- Financial Report presented by Melody Kokola
 - o \$257,621.91 available in library budget as of 7/16
 - o Presentation of voucher list and check list; motion was passed to pay the bills.
 - Included in this month's bills were an Elizabethtown Gas bill paid on July 15 and a check for author Paul Volponi (\$1000) which will be set aside to be presented to him at his speaking engagement in October.
 - o \$244,806.04 available library funds in the banks (as of June 2013)
 - Endowment Fund at Fulton Bank: \$132,496.62
 - Endowment Fund at Metuchen Savings Bank: \$69,943.15
 - Checking Account at Metuchen Savings Bank: \$5492.73
 - Savings Account at Wells Fargo Bank \$36,838.54
 - \$6093: 2011 State Aid **must be used in 2013**
 - \$6007: 2012 State Aid **must be used by end of 2014**
 - \$5760.55: Gifts from Friends of Metuchen Library
 - \$11,020.71: Risk Memorial Fund
 - \$5492.73: Other/Unrestricted
- Director's Report given by Melody Kokola
 - o Melody has re-ordered the one additional computer (using \$500 gift from library patron and additional funds from library budget)
 - o Melody will call the consortium to run the cable for the Children's Room (Linda will also ask DPW if they can help with this); Consortium will come to clean up the laptops for return to the Teens and to get the new computers set up for use
 - o Motion was passed to hire two new pages to replace the part-time pages who are leaving for college
 - o Melody also advised the Board that library has Jr. Library Assistant posts that need to be filled.
- Friends of the Metuchen Library: Sonda Flite presented an update
 - o Tuesday, October 15, the Friends will present the library with a \$10,000 gift; all Board Members invited to attend the meeting. Two authors will speak at the meeting, including Rebekah Peoples Massengill author of *Wal-Mart Wars: Moral Populism in the Twenty-First Century*
 - o There was a request for contributions to the Friends' September Newsletter. Deadline is July 31. Melody will write a Director's Letter talking about her retirement. Marian will write a letter from the Board talking about our plans going forward and introducing our interim director.
 - o Friends need volunteers, particular someone who can run an event and generate PR.

- Old Business
 - o In recognition of Melody's retirement after 27 ½ years serving as the Director of the Metuchen Public Library, the Board will host an open house on July 25 from 4-6:30 in the upstairs Meeting Room, inviting staff join us in wishing Melody well in her retirement.
- New Business
 - o Liz presented an update on the Hiring Subcommittee and recommendations for hiring of consultants during the interim
 - Hiring Subcommittee received 35 resumes for the Director position and has begun the selection process.
 - Motion was passed to hire Anne Roman as a consultant for determining competency priorities; a 10-12 hours task, she will interview staff, board members and Friends of the Library volunteers and write up her assessment for the Hiring Subcommittee to use in the hiring process. Work will begin immediately.
 - Motion was passed to hire Anne Roman as an interim library director, commencing July 29 and concluding in 3-6 months or as soon as a permanent director can be hired and on-boarded.
 - o Linda presented an update on the Children's Room
 - Re-opening at Junebug had a good turn out and nice community response
 - Thanks given to Kelly Jaques and the Friends for arranging the Passport through the Children's Room, the mango theme to introduce the new Mango Language program (generous gift from the Friends)
 - o The Friends will provide more Mango bookmarks and will make a flyer explaining in more specific detail how patrons can access the Mango language program
 - Patrons have complained about the painting over the fireplace, some think it's too dark, some just want the old painting back
 - We need to purchase the end panels for the shelves so that we can put the molding back up
 - Painter will put up the molding and do touchups around the room
 - Replacement ceiling fan has been ordered; electrician will install when it arrives
 - Window cleaners came Saturday, July 13; did their best but didn't have strong enough chemicals to cut through the 10 years of accumulated grime. Will return, probably several times, to complete the job; will not increase estimated cost to us; will submit a proposal for annual or semiannual cleaning of the windows to properly maintain them.
- Next Meeting
 - o tentatively scheduled for August 6
 - o then September 10 (2nd Tuesday)
 - o Motion passed for Caitlyn to meet with interim director to pay August bills in the event that the August meeting is cancelled.
- Meeting Adjourned at 8:35pm