

Metuchen Public Library

Board of Trustees Meeting

March 12, 2013

The meeting was called to order by President Liz Waldron at 7:04 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 Kathy Liss, Glynnis Brookens and Sondra Flite

The minutes for the December meeting, open and closed session and the February meeting were approved.

Financial Report

The 2013 Budget was not available for review. Liz is to follow up with Melody to obtain the operating budget.

The CFO found a discrepancy in the 2012 Budget that shows a surplus of \$9400. It is believed that this surplus is significantly lower due to some outstanding items. The director will need to review the 2012 budget with the CFO. If there is a surplus, it will remain with the library.

There was no director's report available at this meeting.

Glynnis had questions about some vouchers and bills that need to be paid. She also expressed concern regarding bar codes and the need to order more. Marian reviewed the bills and asked for the corresponding vouchers. Glynnis will look into this.

Kathy Liss expressed a concern regarding the relocation of groups that are scheduled to use the Meeting Room but will be displaced due to the Children's Renovation. Liz will follow up with Hsi Hsi to ensure the groups are informed. She also had concerns about the quality of the cleaning service employed by the library.

Glynnis and Kathy informed the board that the computers had not yet been received although, according to the February Director's report, they had been ordered.

Children's Room Renovation

Linda reviewed a time line and budget for the renovation. Patricia suggested Pro Libra as a source for book moving. Pete will check with DPW to see if they can move the furniture. If they can't, Linda will follow up with movers for pricing. The children's room will be closed

during the renovation. Glynnis will notify other local libraries of the impending closing. We discussed the possibility of a reverse 911 call to notify residents of closure.

Linda is going to check with Fred Hall to see if the DPW can provide removal of existing shelving. She will also obtain the state contractor vendor number from Stew at Library Interiors.

Liz will contact Melody regarding carpeting and obtain extra bids.

Laura agreed to email pictures of wish list furniture to the Sondra and the Friends.

Marian and Liz are going to confirm the funding for the project.

A motion was made by Patricia to start the project as soon as funding is confirmed. This was seconded by Laura and approved unanimously.

The Friends Report

The treasurer, Alisa Schlieff is tallying costs and expenses of the Andrew McCarthy presentation but the friends are expecting a profit. They are looking to hold an Alex Dawson Radio Play fundraiser pending an a date agreement. The Friends are also investigating a fundraiser of that would involve a display of donor contributions. They will consult with the board as they move forward with this.

Their upcoming newsletter will bring attention to the restoration of the library. They will also be writing a letter to the Sentinel to encourage people to get library cards for Library week and to join the Friends.

The Spring bus trip was cancelled due to lack of coordinator. They will see coordinators who can run the bus trip to the Met in December.

At this point the meeting entered a closed session.

Meeting returned to open session at 9.10pm. A motion was approved to appoint Hsi Hsi Chung to complete administrative duties in the absence of the Director.

Resolution 2013 regarding retirement was reviewed. It is adopted by resolution, it can also be changed by resolution. The Healthcare portion of the resolution covers only the employee, not family members upon the employee's retirement. The board will follow up with Bill Boerth to determine the cost of benefits which come from the library budget. The policy for Resolution 2013 was introduced as the 1st reading. A second reading will be required before it can be adopted.

The next meeting is set for April 9, 2013.

Meeting Adjourned at 9:33pm.

Respectfully Submitted by,

Linda M. Koskoski