

Metuchen Public Library  
Board of Trustees Meeting  
May14, 2013

The meeting was called to order by President Liz Waldron at 7:08 pm in accordance with the Open Public Meetings Act. Also in attendance were Marian O'Connell, Ellen Greenberg, Linda Koskoski, Kelly Jaques, Caitlyn Mollison, Patricia Glave and Pete Cammarano.

Melody Kokola was not able to attend but she tendered a letter of her intention to retire on or about 8/1/13. A brief discussion regarding retirement ensued. A motion to accept the letter was approved.

The minutes for the April meeting were approved.

**Financial Report**

The voucher and check lists were reviewed. The board also reviewed an invoice for the Childrens Room flooring and a reimbursement to Gayle Jeney. A motion to pay bills and approve checks was approved.

**Director's Report** – submitted in writing due to the director's absence.

The 2013 Budget was adopted by the Borough Council and the financial report reflects the 1/3 mill legal funding amount. The report also reflects the encumbered amounts to the Borough for the telephone, postage, building and medical insurance, personnel, sanitation, pension, audit and social security.

**Equipment** – The additional public computer has been ordered and the Friends will fund \$500 of the purchase price. A work order has been generated with LMCAX to install 2 laptops in the teen area but as of this date, that work has not been done.

The Literacy Programs of NJ will be holding a reception on 5/30 to honor Sen. Barbara Buono, Stuart Davis and Kenneth Deitz as Literacy Champions.

Kathy Liss is organizing people to march in the Memorial Day Parade.

**Friends**

Sondra Flite gave a brief review of what is happening with the Friends. They are currently looking for volunteers to lead bus trips. They have also purchased Mango for the library. People can learn many different languages as well as ESL. The Friends are also looking for volunteers to help maintain the property.

The Friends are reaching out to Metuchen High School alumni to raise money for the children's room. They are also looking to encumber future gifts in certain categories to be made available to the librarians. Marian talked about how the PTO structures these kinds of gifts as mini grants.

### **Children's Room Update**

The shelving is scheduled to be installed and things are moving along. Liz and Linda will meet with the children's room librarians to once again discuss the importance of cleaning and organizing what is in the meeting room.

The board feels that an open house is more appropriate than a ribbon cutting at this time since the completion of the current work is phase one of the project. Phase 2 will incorporate more decorative items and a ribbon cutting should be planned for the after the completion of this phase.

### **New Business**

#### **Personnel**

The discussion of hiring pages has been tabled until June.

Liz will reach out to the consortium for guidance on finding a new director. Patricia Glave will forward a job description for the board to review.

Ellen suggested that Melody take some time to document procedures for the how things work at the library.

Pete will check what the salary range ordinance is and if the Library Director is covered under that ordinance.

Liz will check with Bill Boerth regarding any internal posting requirements.

The board talked about forming a sub-committee to work on hiring the new Director.

The next meeting is scheduled for June 11, 2013.

Meeting Adjourned at 8:09pm.

Respectfully Submitted by,

Linda M. Koskoski