

**Metuchen Public Library
Board of Trustees Meeting
November 12, 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 Ellen Greenberg, Linda Koskoski, Caitlin Mollison, Patricia Glave, Marion O'Connell, Kelly Jaques, Laura Stibich and Anne Roman, Interim Director.

Ms. Roman added 2 agenda items:

- Upgrades to the Telephone system for board approval
- LMX Awards Reception

Ms. Jaques introduced a motion to approve the Agenda and Ms. Glave seconded. The agenda was unanimously approved.

Approval of Minutes

Ms. Jaques made a motion to approve the minutes and Ms. Koskoski seconded. The minutes were approved.

Financial Update

Ms. Roman reviewed the budget stating that we are in good shape for finishing off the year. With extra dollars from unexpended Salary and Wages, we will be able to cover remaining Operating Expenses. A transfer from Salary and Wages of \$15,000 was made to Operating Expenses already and funds will be transferred as necessary.

Ms. Roman also stated that the bank accounts were consolidated but for some reason \$41.20 still remains in the Wells Fargo account. Ms. Waldron is going to look into this further.

Included in the Voucher List is the last bill from Ron's Cleaning. Also, last month we encumbered the amount needed to cover the Cablevision bill for November and December but they were not paid so this voucher list includes \$121 for the November Cablevision bill. Ms. Greenberg made a motion to approve the voucher list and Ms. Jaques seconded. The motion was carried.

Ms. Glave made a motion to approve the Check List. Ms. Jaques seconded and the motion as approved.

Director's Report

The telephone system was repaired and will cost approximately \$300.

The Quick Books chart of accounts was set up and a procedure developed for entering financial data. Ms. Roman and the new bookkeeper, Nick Olimpaito worked to input 2013 information into the system.

The new cleaning service has begun but it is a bit too early to tell if they are an improvement over the last service.

Ms. Roman expressed concern over the current staffing for the library. An employee, who is out on a medical leave, will be out longer than expected. We will need to address the staffing situation as we go forward.

There was no Friends Report at this meeting.

Committee Reports

Finance

The audit has been completed and the board was asked to review the report. Suplee Clooney had accountants here to set up Quick Books.

The 1/3 mill amount for 2014 is lower than 2013 by \$18, 958. This is a significant reduction that will need to be addressed.

The library staff has been informed that there will be no raises.

Building and Grounds

Ms. Brookens thought there might be a surplus amount from Library Interiors due to an unfulfilled order. Ms. Koskoski will look into it. The radiator covers were ordered and scheduled to be installed in the next week or two.

Policy

The Policy committee is working on 2 projects. Library Service Policy and Personnel Policy which is urgent and will need attorney review.

Personnel Policy is the priority. Ms. O'Connell will forward us personnel policy examples. The Policy committee would like to work with the new director on any final drafts but would like to have a framework with which to start. We discussed whether the Library Personnel Policy should dovetail with the borough's policy and whether we should have an attorney write the policy.

New Business

Ms. Roman requested that we review the Library Audit and forward any questions or concerns before the next meeting.

The LMXAC assessment is going up to \$890. The figure is based on simultaneous logins and prior year's circulation.

Ms. Roman obtained a quote from Black Box for \$320 for changes to the auto attendant. Ms. Koskoski made a motion to approve the expense and Ms. Jaques seconded. The motion was approved. The expense will be paid from the endowment fines and fees.

The Annual Awards Banquet is 12/3/13. Melody Kokola is scheduled to be recognized. The board is invited to attend.

Ms. Roman suggested that the board create a plan for the endowment money and to determine what the initiatives for 2014 will be.

The board also discussed a letter from a library patron who is dissatisfied with the condition of the library. Ideas were shared about how conditions could be improved and also on ways to make it ADA compliant.

Personnel

Ms. Jaques made a motion that was seconded by Ms. Koskoski to approve the following:

- Appointment of Susanna Chan as the new Library Director at a salary of \$72,500.00 effective December 1, 2013.
- Appointment of Nick Olimpaito, as part-time bookkeeper, at an hourly wage of \$20.50 effective October 28, 2013.
- Authorization for staff to carry over 2013 vacation days into 2014 that must be used during the first 6 months of the new year.

The motion was carried.

Ms. Jaques moved to adjourn the meeting at 8:54. This was seconded by Ms. Stibich and the board unanimously approved.

Respectfully submitted by,
Linda M. Koskoski