

**Metuchen Public Library**  
**Board of Trustees Meeting**  
**September 10, 2013**  
**Revised**

The meeting was called to order by Vice President Ellen Greenberg at 7:11 pm in accordance with the Open Public Meetings Act. Also in attendance were Linda Koskoski, Caitlin Mollison, Patricia Glave, Marion O'Connell, Kelly Jaques, Laura Stibich, Peter Cammarano, Sondra Flite, and Anne Roman, Interim Director.

- Ellen Greenberg introduced a motion to approve the minutes from the August 5, 2013 meeting; moved by Kelly Jaques, seconded by Patricia Glave; all were in favor and motion passed.
- No new agenda items were added and a motion was made by Kelly Jaques to approve the agenda; seconded by Caitlin Mollison; all were in favor and motion passed.
- Anne Roman provided a financial update and a motion was passed to approve the bills; Kelly Jaques moved, seconded by Patricia Glave; all were in favor.
  - o There are no more funds in the budget for additional book purchases in 2013; any future book purchases made this year will have to come from "fees and fines" or other resources
  - o The invoices should be approved at the Boro council meeting on Monday 9/16
  - o All invoices have been paid at this point and with this we are about 74% expended for the year, as we should be.
  - o Anne is continuing to develop a working budget for 2013 and is looking ahead to the budget preparation for 2014
- Anne Roman presented the Director's Report
  - o All wiring and cables have been run in the Children's Room and the desktop computer is now working.
  - o Two laptop computers have been returned to the Teen's
  - o A new laser printer was unboxed and installed behind the circulation desk for patron use (at a cost per sheet) and the last of the new desktop computers was installed for public use (purchased in part by a \$500 gift from a patron)
    - Our public use computers now include:
      - four internet-connected desktop computers
      - one computer that works as a word-processor
      - one new printer
      - two laptops that are in the Teen section but are for public use during the majority of the day; they are reserved for teen use after school when they are in highest demand.
    - We need to purchase a new computer for the director; then the final laptop can be returned to the Teens (it is currently in use by the director)
- Sondra Flite presented on behalf of the Friends of the Metuchen Library
  - o The Friends will continue to investigate the logistics of having the Girl Scouts plant trees at the library
  - o The Friends are in need of boxes for books; Marion and Patricia both offered assistance.

- Old Business

- Linda Koskoski presented an update on the Children's Room renovations
  - Electrician is ready to complete his work but we still are not in possession of the ceiling fan that was ordered to preplace the malfunctioning one. Also needs to replace an outlet in the upstairs Meeting Room
  - Painter will fix the chipping ceiling paint when he installs the moldings and does other touchups
  - Moldings can't be installed until the end-panels are ordered and installed; Linda to reach out to Stewart again
  - DPW needs to be contacted to repair faulty radiator
  - Radiator covers need to be purchased for two radiators
  - Tables, desks, and chairs currently in use in the room do need to be replaced; librarians would also like a moveable book display
  - Cosmetic details need to be addressed, including the cushions on the window seat and art work over the fireplace
  - Linda will send Anne a copy of the working budget for the Children's Room renovations
- Retirement Health Benefits will be paid to Melody Kokola, effective August 1, 2013; Linda to provide Anne with a copy of the minutes from the meeting where the motion was passed approving these benefits
- The library needs a new cleaning service. A motion was passed (moved by Laura Stibich, seconded by Caitlyn Mollison, all were in favor) to put our current cleaning service on notice of termination. **After a review of proposals from several cleaning services, the library decided to contract with Pure Cleaning Service, the company currently cleaning Boro Hall. We will be working on a month-to-month basis for the remainder of 2013.**

- New Business

- Review of board committee assignments and decision that all sub-committees will meet in the next month and present an update at the next meeting
  - Building and Grounds: Linda Koskoski, Chair; Kelly Jaques, Laura Stibich
  - Finance: Caitlin Mollison, Chair; Peter Cammarano, Elizabeth Waldron
  - Personnel/Director Search: Elizabeth Waldron, Chair; Patricia Glave, Linda Koskoski
  - Policy: Ellen Greenberg, Chair; Marion O'Connell, Elizabeth Waldron
- The search committee will begin interviewing candidates for the director position next week; will assemble an interview panel and requests a representative from the Library and from the Friends of the Library to observe interviews. Intend to have new director start by Nov. 1, 2013.
- Anne is preparing for the 2012 audit which will be conducted in October. Requested approval to **contract with Suplee Clooney & Co.** to set up library finance software (a Quick Books accounting system). Motion was made, moved by Laura Stibich, seconded by Marion O'Connell; all were in favor and motion passed.
- In order to limit our monthly fees, **Suplee Clooney & Co. (our auditor) recommends consolidating all savings accounts at the Metuchen Savings Bank.** Motion was made, moved by Laura Stibich, seconded by Caitlin Mollison; all were in favor and motion passed.

- **Anne recommended that we withdraw from both the CD Circuit and Large Print Circuit. Membership in both circuits has been declining in recent years and Anne believes with our financial constraints we can better control our materials budget by purchasing our own materials. In addition, libraries are moving towards providing the public with music selections through downloadable media. The Metuchen Library does purchase its own collection of Large-Print books plus they are available through via inter-library loan.** Motion was made to withdraw; moved by Pete Cammarano, seconded by Kelly Jaques; all were in favor and the motion passed.
- Other Business
  - **In October, an employee will be out on sick leave for eight week and we will need to schedule temporary staff to cover hours. Anne advised the Board that there are currently no library pages as they have all started college. Library staff is now shelving books and other media and Anne recommends that instead of hiring pages, these funds be used for additional library assistant hours.**
  - The Historical Society would like to work with the library to use the basement meeting room for public display of some of the Historical Society's collection of artifacts.
- Move to adjourn the meeting: moved by Laura Stibich, seconded by Kelly Jaques; all in favor and motion passed; meeting adjourned at 9:09pm.