

**Metuchen Public Library
Board of Trustees Meeting
April 8, 2014**

The meeting was called to order by President Liz Waldron at 7:10 pm in accordance with the Open Public Meetings Act. Also in attendance were Caitlin Mollison, Linda Koskoski, Kelly Jaques, Ellen Greenberg, Laura Stibich, Patricia Glave, Sondra Flite and Susanna Chan, Director and Pete Cammarano.

Linda moved to approve the agenda. Ellen seconded and all approved.

Laura moved to approve the minutes of March Board of Trustees Meeting. Caitlin seconded and all approved.

Financial Update and Approval of Bills

The library is in possession of money from the CD circuit that will need to be divided between Metuchen, Morristown and the So. Orange Library. The Balance sheet was not updated due to an outstanding statement. Ellen made a motion to approve paying the bills which Laura seconded. All Approved.

Director's Report

Becky reported that we may not be able to use Pure Clean Services because the borough uses them so that expense plus that of the library puts them over the threshold. Susanna is going to interview other companies to get the correct number of bids and ensure that they are the most appropriate company for us. Pete will also look into the issue.

Susanna got quotes for several of the jobs associated with the renovation for the board to review.

The state aid report was submitted. The money will be used for adding to the collection.

The Lemelson Grant AV system has been installed and the STEM collection has been ordered.

Susanna had a staff meeting on 3/19/14.

The staff is continuing to weed out the magazine collection and the reference section.

Susanna attended a Galleries of Metuchen meeting where using the library as a gallery was discussed. The Galleries of Metuchen would like the library to meet certain criteria such as wall color and hanging systems but the board agreed that if GofM could work with the wall color and hanging system we have and we can work out an appropriate policy regarding the collection that it would be advantageous for the library to participate.

Laura inquired if there were any complaints regarding Sunday closure but Susanna said that although there were a few, people are very sympathetic to budget issues that the library is facing.

Friends Report

The coin drop was moved to Boyts Drug Store. The Friends are working with the Lemelsons to create a press release regarding the grant. They are also thinking about the when the opening should be.

Sondra is going to reach out to a journeymen's trade school or the High School to see if they could build the radiator covers pro bono if we buy the materials. They are also planning a book club event for January 2015

Old Business

Kelly made a motion to approve the remaining Children's Room expenses and Laura seconded. All approved.

Kelly moved to approve up to \$5,000 for the Community Room carpeting and Linda seconded the motion. All approved. Kelly moved to approve the East Coast Painting and ceiling tile expense. Caitlin seconded and all approved.

Artwork for the Children's room is still need. There is a flag in the basement that would be great but will need to be covered in archival glass. Susanna will check to see whose flag it is and reach out to Metuchen glass to see how we can best display it. Kelly moved to approve the purchase of protective glass up to \$500. Ellen seconded the motion and all approved.

Susanna is also going to track down the Edison light bulb.

The library has acquired 11 stem programs through the Lemelson grant.

New Business

We have received 2 quotes for cleaning services from Ron's and Diligent. Susanna is waiting for one more. Pure Cleaning will finish cleaning in April.

The Director needs a locked cabinet for the storage of Personnel Files. She asked Fred if someone from DPW could change the locks on a cabinet that would work but has no key.

In an effort to free up the MakerSpace, Susanna asked for guidance on the remaining prints and shelving. The board agreed to take a look at the prints and determine the best way to handle them.

Grace Shackney from JuneBug approached the library looking for space to hold programs in case it rains. These are youth oriented programs taking place between the hours of 6pm-9pm. Kelly moved to allow use of the space within the guideline of libraries policy. Pete seconded and all approved.

A motion to approve the use of the library by the Galleries of Metuchen as long as they can work with the style of the room as we design it and understanding that lighting will be provided when the library can afford the purchase was made by Pete. Kelly seconded the motion and all approved.

The Whitfield Homeowner's Association asked that they still be able to meet at the library but the library policy allow use of the library to nonprofits that meet the criteria of the Meeting Room Policy only.

A motion to send thank you notes to Marian O'Connell and Gayle Jeney along with a token not to exceed \$50 was made by Kelly and seconded by Laura. All Approved.

A special meeting of the board is scheduled for April 21, 2014 at 7pm.

Kelly moved to adjourn and Laura seconded. All approved and the meeting was adjourned at 8:50pm.