

**Metuchen Public Library
Board of Trustees Meeting
Minutes from December 9, 2014**

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

Linda made a motion to approve the agenda, John seconded the motion and all approved.

John made a motion to approve the November minutes as amended. Caitlin seconded the motion and all approved.

Financial Updates and Approval of Bills

Susanna Chan gave a financial update and noted that the 2015 Budget request is due on 12/12/15. Since the budget will not increase sufficiently, the library will continue to be closed on Sundays in 2015.

Caitlin made a motion to pay the bills, Laura seconded, and all approved.

Susanna Chan Director's Report

Mrs. Chan reported on the Building and Grounds. We have to keep our elevator maintenance contract with ThyssenKrupp because the present contract states that the contract will automatically renew for 2015 and cannot be canceled. The cost will remain at \$175 per month.

Mrs. Chan has obtained quotes for cleaning from Jan-Pro and VanGuard.

The ADA compliant circulation/reference desk and ADA Compliant shelving units will be installed the week of 12/15. While the library is closed for this work, the staff will be doing weeding and inventory.

Friends

President of the Friends Sondra Flite was not present at the December meeting. Ms. Waldron attended the reception where the Friends of the Metuchen Public Library were recognized by winning the Outstanding Friends Group Award.

Old Business

Emergency Action Plan - The Fire Safety and Emergency Evacuation Procedure was updated on the recommendation of the Chief of Police and reworded to be clearer. The Health Emergency Procedure was also minimally revised to be clearer.

Ms. Chan is going to talk with the fire chief regarding bi-yearly fire drills.

Laura made a motion to approve the above stated procedures as amended, Liz seconded and all approved.

Building Upgrades - Ms. Chan showed the board the chairs that she would like to purchase. It is excellent and the rest should arrive by January.

Caitlin made a motion to approve the purchase of 60 new chairs, Linda seconded and all approved.

Ms. Chan is going to get estimates for re-upholstering the sofas.

Staffing - A Motion to approve the 2nd reading of the Librarian Position and the Senior Librarian Position was tabled so that the job descriptions for Librarian and Youth Services Librarian can be separated in order to be more reflective of the duties specific to each position.

A Letter of Resignation was received from Carol Klein. Her last day will be 12/31/14.

2015 Budget – The new budget provides a 3% increase for all eligible employees. We will evaluate the increase for the borough employees for the last 5 years for comparison purposes.

Caitlin made a motion to approve the proposed budget, John seconded and all approved.

New Business

Strategic Plan – We need to create a Strategic Plan for the Library and may need to work with consulting firm to do it. Ms. Chan has scheduled a presentation by Pro Libra for January. She will also be researching other consulting firms as well.

The board asked for guidance on how to evaluate the proposals. Ms. Chan will forward the board some reference points.

Other

The Holiday Staff Party is 12/18 from 12pm-2pm. The Board is invited to attend.

John a motion to adjourn at 8:41, Ellen seconded and all approved.