

**Metuchen Public Library
Board of Trustees Meeting
February 11, 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, Sondra Flite and Susanna Chan, Director.

Linda moved to approved the agenda. Kelly seconded and all approved.

Kelly moved to approve the minutes of both The Reorganization meeting and the January Board of Trustees Meeting. Caitlin seconded and all approved.

Financial Update and Approval of Bills

The budget for 2013 is closed. The \$300 discrepancy is for the black box attendant. Ellen made a motion to approve paying the bills which Caitlin seconded. All Approved.

Director's Report

The auto attendant is working great. The art hanging system was installed and is displaying items from the Arts & Education Center. The children's room end panels and furniture should be delivered by the middle of February. Some of the furniture in the children's room will be moved to the first floor to replace furniture that is in very poor condition. There was an elevator inspection that revealed two violations. The alarm button was repaired but the phone needs to be repaired by Verizon so an extension was granted.

The Director conducted staff meetings where she updated the staff on renovations, the online calendar, upcoming programs and the new policies to be adopted. She asked the staff to complete Job Analysis Questionnaires. Susanna also conducted Customer Service Training. Katherine Liss was complimented by parents of teens who attended the ALA Midwinter Best Books for Young Adults Teen Feedback session for offering a great opportunity for the teens.

Friends Report

Sondra fielded a complaint by someone who wanted another chair by the back door.

Sondra obtained a blue print of the property and can start to plan the landscaping.

Alisa is moving forward with the Lemelson Grant. She would like to know the costs of the renovation and AV Equipment to see where they can help.

The Friends are going to pursue an advocacy grant.

Old Business

So far there have been no complaints about the new operating hours. The art system is in and the Friends are going to sponsor the molding that covers the system.

Library Interiors is coming to install the end panels in a few weeks.

The estimate for the renovation of the Community Room is \$15,500.

New Business

On Saturday, March 8 there will be a Meet and Greet with the director. It was agreed the Library should reach out to the Sentinel, Metuchen Living, Metuchen Life and Metuchen Matters to publicize the event.

Closing on Sundays affect Teen Programs so the director asked it was possible to have off hour teen programs. Laura made a motion to approve after hours teen programs, Linda seconded and the motion was approved.

A second reading of the Meeting Room Policy was conducted. Kelly made a motion to approve and Ellen seconded. All approved.

A second reading of the Fines and Fees Policy was conducted. Ellen made a motion to approve and Caitlin seconded. All approved.

A second reading of the Proctoring Policy was conducted. Caitlin made a motion to approve and Patricia seconded. All approved.

A motion to approve the first reading of the Trustee By laws was made by Kelly and seconded by Laura. All Approved.

A motion to approve the first reading of the Computer Use Policy was made by Linda and seconded by Kelly. All approved.

A motion to approve the first reading of the Internet Use policy with revisions to include that by signing to use the computer, user agrees to the policy, was made by Ellen and seconded by Kelly. All Approved.

A motion to approve the first reading of the Library Behavior Policy was made by Laura and seconded by Ellen. All approved.

A motion to approve the first reading Sick Leave Policy was made by Linda and seconded by Ellen. All approved.

A motion to approve the first reading of the Bereavement Policy was made by Laura and seconded by Patricia. All approved.

A motion to approve first reading of the FMLA policy with the sick time revision was made by Patricia and seconded by Linda. All Approved.

Kelly made a motion to move to closed session at 8:52pm.

Kelly made a motion to adjourn the closed session and general meeting. Ellen seconded and all approved. The meeting adjourned at 9:32pm.