

**Metuchen Public Library
Board of Trustees Meeting
January 14, 2014**

The meeting was called to order by Vice President Ellen Greenberg at 7:12 pm in accordance with the Open Public Meetings Act. Also in attendance were Caitlyn Mollison, Linda Koskoski, Kelly Jaques, Sondra Flite, Dorothy Obropta, Susanna Chan, Director and Pete Cammarano.

The meeting opened with the Reorganization of the Board of Trustees, the election of Officers and the Selection of Meeting Dates.

Liz Waldron was nominated by Kelly as President of the Board. This was seconded by Caitlyn. The board approved.

Ellen Greenberg was nominated by Kelly as Vice President of the Board. This was seconded by Linda. The board approved.

Caitlyn Mollison was nominated by Kelly as Treasurer. This was seconded by Linda. The board approved.

Linda Koskoski was nominated by Kelly as Secretary. This was seconded by Caitlyn. The board approved.

The 2014 Meeting Dates are as follows:

January 14
February 11
March 11
April 8
May 13
June 10
July 8
August 12
September 9
October 14
November 12
December 9

Pete will find out the right paper to designate as the official newspaper to advertise the meetings in and let us know.

The Official Depositories of money are the Metuchen Savings Bank Checking and Endowment Accounts. Pete made a motion to designate Susanna Chan, Liz Waldron, Ellen Greenberg Caitlyn Mollison as Authorized Signatories. This was seconded by Kelly. All approved.

Linda moved to authorize Susanna Chan to transact business on behalf of the library. Caitlyn seconded and the board approved.

Kelly moved to designate the following committees, Pete seconded and the all approved:

Policy – Ellen Greenberg, Liz Waldron, Patricia Glave and Susanna Chan

Building and Grounds – Linda Koskoski, Laura Stibich and Kelly Jaques

Finance – Caitlyn Mollison, Pete Cammarano and Liz Waldron

Linda moved to designate Kelly Jaques as the liaison to the Friends. Pete seconded and all approved.

At 7:26, Linda moved to adjourn the reorganization meeting. Pete seconded and all approved.

At 7:27, the general meeting started.

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

Kelly moved to approve the December meeting minutes. Pete seconded and all approved.

Financial Update and Approval of Bills

The Pro Libra bill is under 5K but Boro Funds are frozen. We can approve an amount not to exceed 5K so the bill can be paid when the funds are unfrozen. Kelly moved to approval the bill paying. Caitlyn seconded and all approved.

Friends Report

The friends are introducing a new level of support called Sponsor for a donation of \$50 a year. Some ways to they are thinking of recognizing Sponsors may be by plating a book for them, web page thanks and possible an event.

There will be a Meet and Greet on March 8, 2014 at 2pm for the director. Details to be forthcoming.

The friends are thinking about holding a spelling bee. Kathy Liss wants to have a gathering of all the book clubs in town and the friends are thinking about coordinating a fund raiser with this.

The Coin Drop is broken right now but Dorothy will be fixing it.

Sondra is looking into repairing the Smith Carts. Sondra was also approached by the Girl Scouts and Desty Rauch about planting trees. She met with Fred Hall and the Shade Tree Commission and they are fine with whatever trees are planted as long as we call before we dig.

Old Business

Children's Room furnishings should be arriving in mid February. The fan should also be installed at around the same time. A new art system should be arriving in February as well.

The operating hours have been publicized.

New Business

Susanna introduced the following policies:

1. The Meeting Room Policy – Pete moved to adopt the Meeting Room Policy with the charge regarding alcohol use. Kelly seconded and all approved
2. Fine and Fees Policy – Pete made a motion to approve, Kelly seconded and all approved.
3. Proctoring Policy – Pete made a motion to approve, Linda seconded and all approved.

Renovation of Community Room

Susanna asked Linda for a contact number for John at East Coast Painting which Linda provided.

Linda moved to approved the ALA trip subject to approval of the Consent Form by the Boro Attorney. Caitlyn seconded and all approved.

At 8:26, the meeting moved to closed session. It returned to open session at 8:32.

Marian O'Connell tendered her resignation from the board.

Susanna will be working job descriptions to prepare for the personnel policy.

Ellen made a motion to adjourn, Kelly seconded and all approved. The meeting adjourned at 8:35pm.