

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

The meeting was called to order by President Liz Waldron at 7:13 pm in accordance with the Open Public Meetings Act. Also in attendance were Caitlin Mollison, Linda Koskoski, Ellen Greenberg, Laura Stibich, Patricia Glave, John Koskoski, Sondra Flite and Susanna Chan, Director and Pete Cammarano.

Laura moved to approve the agenda. John seconded and all approved.

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

Laura from Building and Grounds asked Sheri Rose Rubin from the Borough Accessibility Committee, to speak about library accessibility issues. The library has been given funds to make the library more accessible to people with disabilities. No date was given for the when these funds would be received but Pete agreed to look into it. There has already been an assessment but some of the members of the accessibility committee who are in wheel chairs would like the opportunity to assess also.

Some identified needs include ADA Compliant Doors, a reference/check out desk accessible to people in wheelchairs, compliant workstations and book displays that are accessible.

The Accessibility Committee is asking the for the library to look into the following low cost efforts to improve accessibility

- Get rid of the key to the elevator and put in a call button
- If that is not possible, at least put up a sign so people know that they need to collect the key before proceeding to the elevator
- The doorway to the Children's room and community room are not ADA Compliant. They should be 36 inches wide. Recognizing that this might not be low cost, the children's room would be the priority.

Sheri will ask Chris, the borough zoning officer to give us the ADA requirements and conduct his own assessment.

Financial Update and Approval of Bills

Ellen made a motion to approve paying the bills which Caitlin seconded. All Approved. Pete made a motion to allow Caitlin to pay the bills while the board is in recess in August. John seconded and all approved.

Director's Report

The Elevator passed inspection. We have received good comments on the cleanliness of library. The canopies in the Children's Room were installed 6/16.

The Director received a quote from Jan-Pro for \$1480 to clean the carpets. Laura moved to authorize \$1480 for the carpet cleaning by Jan-Pro. Patricia seconded and all approved.

Community Room - The art hanging system for the Community Room is \$1200 without installation. It was felt that volunteers would be able to hang the system. Laura made a motion to approve the direct purchase of the art hanging system for \$1200 and volunteer installation. John seconded and all approved.

The Maker Space has only one shelf left that needs to be discarded.

The 2013 audit went well.

The library received a \$155 donation that the director would like to use for large print books and \$100 from the MOMs Club to be used for DVDs for the children's room.

Lemelson Grant – The robot sets have arrived. The collection started circulating on 6/24/14 and 74 items have been checked out already. The first program which occurred on 6/24 was attended by 29 children and 11 adults.

Many people have signed up for the Summer Reading Programs. The Write Stuff Writer's Workshop will be showcasing their work during the last night of JuneBug in the Community Room.

Library Gallery – The Director has prepared gallery guidelines for artists including an application and waiver. She is still exploring options for lighting.

Staff

The director held staff meetings on 6/24 and 6/25. Gabe will be staying on for 2 Saturdays per month. To date Susanna interviewed 11 applicants.

Friends Report

The Speaker for the Annual Meeting will be Dr. Angus Gillespie.

The Friends are in need of a web master. Suggestions are welcome.

Sondra is going to ask Mr. Szkodny at the high school for help with the radiator covers for the community room.

Sondra requested a comparison of library card holders to other towns.

The friends don't meet in July but will meet in August and will start planning the annual meeting then.

Susanna told Sondra that the library could use new chairs and suggested that maybe there could be fundraiser specifically for that.

The Lemelson reception depends on when the Lemelson's can be here. In the meantime, the friends are thinking of having a wine and cheese reception to celebrate both the grant and the renovations. Sondra also requested photo documentation of the use of the Grant. Susanna is doing that and will consult with Alisa of the friends regarding this.

Old Business

The Maker Space Committee will be meeting 7/15/14. So far there are 7 people who are interested in helping out.

A Committee will be set up for The Galleries of Metuchen.

New Business

The board had a first reading of the Part Time Junior Library Assistant Job Description. They requested a review of the language for education, experience and training as well as the drug free language. Board members should forward any revisions to the JLA Description to Susanna by 7/22/14.

The board discussed the need to create a uniform policy for Background/Criminal checks for New Hires.

Ellen made a motion to approve the first reading of the Collection Development Policy and John seconded. All approved.

Ellen made a motion to approve the first reading of the Donation Policy. Caitlin seconded and all approved.

The Mission Statement for the Library Gallery was reviewed and Susanna will make the discussed revisions.

Linda made a motion to move to closed session. Ellen seconded and all approved. The meeting was returned to open session at 9:15pm.

Susanna agreed to have DPW take a look at the air conditioner to make sure that it is working properly.

Caitlin moved to adjourn at 9:20pm. Laura seconded and all approved.