

**Metuchen Public Library
Board of Trustees Meeting
June 10, 2014**

The meeting was called to order by President Liz Waldron at 7:09 pm in accordance with the Open Public Meetings Act. Also in attendance were Caitlin Mollison, Linda Koskoski, Kelly Jaques, Ellen Greenberg, Laura Stibich, John Koskoski Patricia Glave and Susanna Chan, Director and Pete Cammarano.

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

Pete moved to approve the amended minutes of the May Board of Trustees Meeting. Kelly seconded and all approved with John abstaining.

John Koskoski was welcomed to the board as the newest trustee.

Financial Update and Approval of Bills

A \$1000 donation from the Metuchen Savings Bank is actually for renovations so we will be using state aid for the new computers.

A motion to approve the paying of the bills was made Pete. Laura seconded and all approved.

Director's Report

The Children's room - The base boards are completed, the ceilings have been touched up and we awaiting 2 more canopies.

The Community Room – The installation of the HDMI for the TV System is complete. The painting is complete and the painter also repaired the radiator covers and them along with the ceiling tiles. The carpet and blind have been installed. The board requested a second quote for the art hanging system. Patricia is going to see who installed the one at the high school and Linda is going to inquire about the art hanging system at the BIL.

The new cleaning service started on 6/2 and is doing a good job so far.

DPW repaired the boiler on the main floor and it is ready for inspection in July.

Laura will write thank you notes at the direction of Susanna.

The Lemelson Grant – Robotic sets have been ordered but not yet arrived. The Lemelson collection is nearly complete and any delay in processing is due to staff vacation and sick time. Publicity for the programs has begun and sign up and been going well.

Susan Gavin, Junior Library Assistant will retire at the end of July. Sue has worked at the library for 27 years.

Outreach and Community Activities – 24 library representatives marched in the Memorial Day Parade. Glynis visited Campbell School to promote summer reading programs. During JuneBug, the Write Stuff Writer's Workshop will be presenting on June 27th. Susanna joined the Lakeview School in their Community Job Celebration to congratulate volunteers for a job well done.

Susann organized the NJLA CSS Spring Workshop on 5/9. The workshop provided information on various ways to incorporate early literacy skills in storytimes and shared ideas on successful programs.

Susanna attended the LMX Director's Meeting on 5/16. They discussed how to organize accurate data for wireless access.

Friends Report

The friends are planning an event to coincide with the June 27th Write Stuff Writers Workshop presentation.

Old Business

The Makers Space is almost completed. The newspapers have to be moved.

The New cleaning service is doing a good job so far.

New Business

Kathy Liss asked if we can have Sunday Programs and if we can, do we need permission slips. This was specifically related to an author visit on a Sunday. The program can occur as long as there are at least 2 staff members present. Permission slips are not necessary.

Kelly made a motion to move into closed session.

Pete made a motion to move into open session. John seconded and all approved.

Susanna would like to divide the position that Sue Gavin is retiring from, into 2 positions. Pete made a motion to create 2 JLA positions, 1 for 11 hours, and 1 for 8 hours with the salary starting at \$10 per hour. Caitlin seconded and all approved.

Pete made a motion to cancel the August Board of Trustee Meeting. Linda seconded and all approved.

Laura made a motion to adjourn at 9:22. Kelly seconded and all approved.