

**Metuchen Public Library
Board of Trustees Meeting
Minutes from March 11, 2014**

The meeting was called to order at 7:00 pm by President Liz Waldron in accordance with the Open Public Meetings Act. Also in attendance were Susanna Chan, Director, Sondra Flite, Kelly Jaques, Pete Cammarano, Patricia Glave, Laura Stibich, Ellen Greenberg, and Caitlin Mollison.

Patricia Glave made a motion to approve the agenda, Caitlin seconded the motion and all approved.

Kelly Jaques made a motion to approve the February minutes, Caitlin seconded the motion and all approved.

Financial Updates and Approval of Bills

Susanna Chan gave a financial update and noted the \$100,000 in temporary operating expenses from the Boro's finance system. We will transfer \$15,000 from the endowment account into the checking account to pay for the Children's Room furniture. Susanna mentioned that the Library has to pay late fees for some past utility bills as the bills arrived after the finance system was closed or after the Board meeting. Susanna will call the utility companies and request to change the due dates on these bills in order to avoid paying late fees. The State Aid Report was mostly done, Susanna was waiting for Becky's State Aid information for the numbers on "Municipal funds brought forward" and "additional tax support," as this must align with Boro submission.

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

Susanna Chan Director's Report

Ms. Chan reported on the Building and Grounds. The elevator is approved for use until June, and the Certificate of Compliance was issued. The end panels and furniture were installed in the Children's Room. Susanna continued to get quotes for the renovation of the Community Room. Susanna is working with Alisa Schleif, Treasurer of the Friends, on the installation of the AV system in the Community Room, using funds from the Lemelson Grant.

The 4 fire alarms in the children's room and upper level may need to be changed as indicated by the Fire Alarm Inspector because the covers were painted over.

The fire inspection was done on March 3. There were 4 violations which were resolved except for the fire alarm inspection report.

Friends

President of the Friends Sondra Flite informed the Board that a check of \$50,000 from the Lemelson grant has been received. She is looking into having radiator covers made for the Community Room by the local carpenters' union. Sondra also announced a new sponsor level for Friends Membership of \$50. The penny drop has been at Hailey's Pub for the month of March. Sondra has spoken to the Garden Club president about landscaping. She also discussed the possibility of having the auctioneer back, rotating the art, and the summer reading club.

Old Business

The remaining ceiling fan in Children's Room was put up by the electrician. Susanna contacted John from East Coast Painting for the quote to finish the baseboards and to touch up the paint on the ceiling. Susanna got the quote to put canopies on all the shelves. The quote for steel canopies is \$2084, laminates is \$5615 and \$3,036 for a mixed of steel canopies for high shelves and laminates for low shelves.

New Business

For the Community Room renovation, there are 2 quotes for painting from New Image Painting and East Coast Painting and a revised lower quote for carpet from Direct Flooring in the amount of \$4,413.24. Susanna was going to get another quote from The Gillespie Group, Inc.. East Coast Painting and New Image Painting will be providing quotes for chair rails and ceiling tiles. The quote for window treatments from Ginny Smith (Weber) was in the amount of \$3650. The amount of the AV equipment, \$7,080, would be paid out of the Lemelson grant.

With the money from the Lemelson Grant, we have ordered the AV equipment and 2 public computers. Amy Brooks will design and make the stained glass window. There will be community programs with the Liberty Science Center and Wetlands Institute, a math club, a robotic club, and \$5,000 worth of STEM library materials. We are looking into an on-line science database, hopefully getting a trial period before the subscription starts in mid-August. All the library materials will be plated and cataloged as the Lemelson collection. The magazine room would be used as the new makerspace in 2015. Susanna, Hsi Hsi and Gabe are working on relocating the items stored in the magazine room to other locations. The laptops and the charging station, robotic sets and other items purchased with the grant for computer and technology programs will be stored inside the new makerspace. Susanna has setup and shared a Lemelson grant folder on Google Drive with all the information about the grant, including all the quotes and a progress report.

Approval of revised Trustees Bylaws, Laura motioned, Ellen seconded, and all approved.

Approval of Computer Use Policy, Laura motioned, Patricia seconded, and all approved.

Approval of Internet Use Policy, Patricia motioned, Ellen seconded, and all approved.

Approval of Library Behavior Policy, Peter motioned, Caitlin seconded, and all approved.

Closed Session

Kelly motioned to move out of open session, Caitlin seconded, Pete abstained.

Kelly motioned to move back into open session, Caitlin seconded.

Other

Laura will be brought in on Policy Committee.

The next meeting of the Metuchen Public Library Board of Trustees will be held Tuesday, April 8th, 2014 at 7pm. The meeting was adjourned at 8:45pm.

Submitted by Kelly Jaques 3/30/14