

**Metuchen Public Library
Board of Trustees Meeting
May13, 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, Laura Stibich, Patricia Glave, Sondra Flite and Susanna Chan, Director and Pete Cammarano.

Ellen moved to approve the agenda. Pete seconded and all approved.

Patricia moved to approve the minutes of April Board of Trustees Meeting. Ellen seconded and all approved.

Financial Update and Approval of Bills

The Budget was approved by the council. Ellen made a motion to approve paying the bills which Caitlin seconded. All Approved.

Director's Report

The Electrical work in the Community room is completed. Due to extenuating circumstances, it was decided by the Director, with input from the Building and Grounds Committee, to wait on replacing the ceiling in the Community Room. The Director was having some challenges contacting the painter but once the painting is completed, the carpet is ready to go in.

The Children's Room furniture is done so just the baseboard needs to be completed in there.

The fire inspection certificate was issued. The electrical inspection was completed and the certificate issued.

The Magazine Room is half done. A cabinet in the community room was moved to that room to hold the makerspace material.

The Friends gave the library a donation of \$1500. The Director would like to purchase 2 scanner/printers, 1 public, 1 for the staff and one computer for processing. The total for these items comes to \$1732.48. The difference will be met using State Aid funds.

Staff

Kathy Gorman reported on 4/29 that there was an incident with Mrs. Edith Ford regarding an issue with needing her library card number before releasing hold information over the phone. Mrs. Ford yelled at both Gabe and Kathy Gorman later on the same day when they asked Mrs. Ford for her library card in order to check out library items.

Kelsee Young, a teenager nominated by Kathy Liss, has been selected as one of nine 2014 New Jersey Enthusiastic Reader winners. The competition was organized by the New Jersey Association of School Librarians.

Metuchen is selected as one of the libraries in New Jersey to join the Edge Initiative. The Edge Initiative was developed by a national coalition of leading library and local government organizations, funded by the Bill and Melinda Gates Foundation, and led by the Urban Libraries Council. Edge is a management and leadership tool to help libraries create a path for the continuous growth and development of their public technology services. Susanna has taken 3 of Edge's 4 webinars: Fostering Your Library Leadership, Building Public Access Technology Services and Assessing Your Community's Needs. Hsihsi has also taken Assessing Your Community's Needs.

Collection

Gabe and Hsihsi started shifting the reference collection to make room for a language collection and a local author shelf.

The staff members are examining the ease of use on items available through Hoopla, a new service from Midwest Tape, to provide patrons with thousands of downloadable or streaming movies, television, music, and audiobook titles that can be used with a computer, smart phone or tablet pc.

Friends Report

Sondra is continuing to work on radiators for the Community Room the Carpenter's Union Training School is willing to work on this project. The Friends also held some Library Grounds Clean-up Days. Evelyn Grant and Tom McKiernan are donating 3 Dogwoods trees to be planted on the grounds of the library.

The Friends are also going to be offering a Library car magnet for \$5 as a fundraiser.

Old Business

After obtaining several quotes for service, Jan-Pro rose to the top. Kelly made a motion to approve Jan-Pro as the new cleaning service. Pete seconded and the motion was approved unanimously.

The Children's Room is completed except for the baseboards and some ceiling touch up which the painter will complete when he comes in to do the Community Room.

The Community Room is awaiting painting. The carpet is ready to be installed as soon as the painting is done. The Director obtained quotes for blinds. The cost for 5 blinds is \$922 plus an additional \$115 to install all 5 blinds. Pete made a motion to approve the cost of the blinds and to pay by check. Kelly seconded and all approved.

The board agrees that the Director should get bids on the art hanging system for The Galleries of Metuchen. Bill Boerth offered assistance in obtaining bids for an art lighting system.

All the community programs for the Lemelson Grant are scheduled. The Lego robotic sets are on order. Once they come in, the staff will be trained.

There will be a resume writing class for Teens on June 20.

John Murphy for the Whitfield Community would like to hold their meetings at the library but according to the Meeting Room Policy this group does not meet the criteria.

New Business

John Koskoski will be appointed as a Library Board Trustee at the next Borough Council Meeting.

The Material Budget for 2014 will remain at \$27k unless cleaning service money is freed up for use in purchasing materials.

The Director would like to increase the age of the lowest paid Junior Library Assistants by \$0.50 this year and again next year. She also stated that they are in need of pages to cover 3 hours per day, 6 days a week for 8 weeks in July and August so that the professional staff can be freed up for the many programs that are scheduled for the summer. She is going to try to cover these hours with volunteers. This opportunity will be advertised at the High School and Community Service hours will be granted to those who work. Interested volunteers can sign up at the library.

A motion to increase the wage of the lowest paid JLAs by \$ 0.50 per hour this year and a 2% increase for all staff except the director retroactive to January was made by Linda. Kelly seconded and all approved.

Susanna was able to obtain keys to 2 filing cabinets for \$20 and this is where Personnel Files be stored.

The Thomas Edison light bulb has been located. It was being held by the historical society. Insuring the light bulb was discussed.

The American Flag that is currently hung in the basement is a 37 star flag. The flag may be quite old (from the 1867-1877 era) and it was recommended that it not be moved. Further research needs to be done to determine how to preserve it.

Parking lot signage was discussed. Currently, there is a lot of signage. The board feels the signage can be simplified and then enforced.

At 8:40pm Pete made a motion to move to closed session. Ellen seconded and all approved.

At 8:45pm Pete made a motion exit closed session. Ellen seconded and all approved

Patricia moved to adjourn at 8:45. Ellen seconded and all approved.