

Metuchen Public Library
Board of Trustees Meeting
Minutes from November 12, 2014

The meeting was called to order at 7:08 pm by President Liz Waldron in accordance with the Open Public Meetings Act. Also in attendance were Susanna Chan, Director, Kelly Jaques, John Koskoski, Pete Cammarano, Patricia Glave, Laura Stibich, and Caitlin Mollison.

Kelly made a motion to approve the agenda, Laura seconded the motion and all approved.

Laura made a motion to approve the October minutes as amended. John seconded the motion and all approved.

Financial Updates and Approval of Bills

Susanna Chan gave a financial update and noted that the library is on target for 2014 budget. Our booth won first place at the Metuchen County Fair and was awarded \$250 prize. There was a discussion to clarify the salary policy specifying that the HR Committee will meet in January to further discuss this. All employees across the board regardless of hire date should have their raises.

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

Susanna Chan Director's Report

Mrs. Chan reported on the Building and Grounds. The malfunction of the boiler was fixed. We discussed the elevator maintenance contract. Jersey Elevator, Trenton Elevator, and current provider ThyssenKrupp were discussed. Kelly made a motion to change, Patricia seconded, all approved.

Mrs. Chan reported on the Capital Improvement. The ADA compliant circ/reference desk and shelving units will be ready for installation in mid-December. Stew from Library Interiors estimated that it will take 2 days to complete the installation. Steve from LMXAC will be in charge of moving the LMXAC network. He advised us to close the library during the transition. Susanna will coordinate with Public Works to disassemble and dispose of the old desk and move the electrical outlets if needed. Susanna will also notify the closing of the library to the public. Laura made a motion to close the library for the capital improvements, John seconded, and all approved.

Mrs. Chan spoke about Finance. The Committee is working on the 2015 budget. The library will continue to be closed on Sundays.

Mrs. Chan discussed Staff. She stated that a new hire will begin working on the 17th.

Mrs. Chan reported that she is receiving positive feedback about the Library Gallery.

Mrs. Chan discussed the Makerspace. Ted Latham, Kathryn and Tom Boyd are the co-directors of the Metuchen Makery. The West Point Bridge Designer Competition Introductory Workshop will take place on Saturday, December 6th from 2-4pm for 5-8th graders.

Friends

President of the Friends Sondra Flite was not present at the November meeting.

Old Business

Discussed the purchased of 6 staff chairs, amounting to \$1,103.70, using state aid money. Kelly made the motion to approve, Caitlin seconded, and all approved.

Also discussed was the purchase of 53 chairs for the main level of the library. We discussed ordering a few more, possibly 60 in total, in case of breakage and wear, to replace chairs and maintain a coherent look on the main level. Because of ordering such a large quantity, it was suggested we order one chair to test and make sure it is what we want. Chairs are weight tested to hold 500 lbs. It was agreed that one would be ordered as a sample before we order the additional chairs.

For Staffing, we discussed the creation of classifications for the Senior Librarian and Librarian job descriptions. Written notification will be given to eligible employees regarding this opportunity. Laura made a motion to approve the first reading, Pete seconded, all approved.

We reviewed the Makery Rules of Use policy and user agreement. John made a motion to approve with amendments, Caitlin seconded, and all approved.

New Business

The Friends of the Metuchen Library received the LMX Award for Outstanding Friends Group. A reception will be held at the Pines Manor on Monday, December 1st from 5:30-7:30.

The need for a strategic plan was discussed.

Other

The meeting was adjourned at 9:08 pm.

The next meeting of the Metuchen Public Library Board of Trustees will be held Tuesday, December 9th, 2015 at 7pm.

Submitted by Kelly Jaques 12/05/14