

**Metuchen Public Library
Board of Trustees Meeting
October 14, 2014**

The meeting was called to order by President Liz Waldron at 7:10pm in accordance with the Open Public Meetings Act. Also in attendance were Ellen Greenberg, Kelly Jaques, John Koskoski, Patrica Glave, Laura Stibich, Pete Cammarano, and Susanna Chan, Director. Sondra Flite from the Friends of the Library was also in attendance as well as Erika Simmons, a library employee.

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

Patricia moved to approve the minutes. John seconded and all approved.

The meeting began with Erika Simmons demonstrating the new library website which she helped build. The site will be hosted by the state library and should go live by the end of 2014 following edits and minor changes. The website makes use of the new library logo created by MaryChris Bradley from the Friends.

Financial Update and Approval of Bills

- \$15,000 was reallocated from salaries to book purchases
- The library is on budget for the year
- The library received \$77,000 in rollover funding from 2010-2012

Kelly Jaques moved to approve the bills. Liz seconded and all approved.

Director's Report

Building and Grounds/Accessibility

- Lighting was installed in the gallery/community room.
- Automatic doors to improve accessibility were installed to both front and back entrances.
- Elevator keeps will be left at the elevator to improve ease of use while a permanent solution is investigated to convert the elevator so that keys are no longer required. Current estimates for conversion are high.
- The ADA compliant circ/reference desk and ADA compliant shelving is approved and on order. The capital improvement funding is not enough to cover the complete cost, so \$3667.07 will come from the library's budget

Finance

- We received \$5900 in State Aid for 2015 from the NJ State Library
- Our 2015 1/3 mil funding is \$721,294, 3.2% above 2014's 1/3 mil funding.

Staffing

- 2 part-time junior library assistants resigned.
- Erika Simmons, recently graduated from graduate school, will take over some of the open hours
- Staff meetings were held on 9/23 at 9am and 1pm

The Library Gallery

- The gallery in the community room will be named "The Library Gallery"
- The Library Gallery will have a grand opening on 11/1 from 2-4pm
- May have a fund raising event for the gallery during Junebug 2015

The Makerspace

- The makerspace will be named "The Metuchen Makery"

- The LEGO Storystarter program is schedule for 11/18 and 11/21. The Robotics program will start in December depending on availability of program leader. The West Point Bridge Competition will be in February with Workshop on 12/6.

Collection

- Hoopla goes live in November; all staff will be trained on use

Programming

- Library-wide celebration of NJ's 350th Anniversary in November including the opening of the Library Gallery, NJ based movies for adults, NJ storytime for children, and "The Wizard of Menlo Park" presented by Raconteur Radio for teens.

Friends of the Library

Annual meeting will be held 10/22 at 7pm. The Friends will present the library with its annual gift.

Old Business

We have started to charge patrons from outside Metuchen for Interlibrary Loan 25¢/item. Scanning services are now available for free. New ADA compliant furniture has been ordered, ETA mid-December.

New Business

Presentation of the new library website, which will go live later this year following final edits of the site.

During discussion of 2015 Budget it was demonstrated with just about \$5000 more funding we would be able to re-open on Sundays.

Susanna discussed hiring/promoting a senior library to stand in her place when she is unavailable or out on vacation; recommends offering a \$3000 stipend in compensation.

Susanna is getting a third quote for elevator maintenance service. Current quotes range from \$175/mo-\$135/mo.

Patricia moved to approve the 2015 Holiday Calendar; John seconded; all in favor

Pete moved to go into closed session; Patricia seconded; all in favor.

Pete moved to go into open session; Patricia seconded; all in favor.

Kelly made a motion to increase the Director's salary by \$2500, retroactive to June 1, 2014. John seconded. All approved.

John made a motion to adjourn at 9:30; Patricia seconded; all approved.

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Closed Session**

The Director updated the Board on two potential legal matters regarding patrons injured at the library.

The Board discussed Susanna Chan's salary increase. As part of the terms of employment, following the satisfactory complete of a 6-month probationary period the Director's salary would be increased by \$2500, raising the base salary to \$75,000. The six-month probation period ended June 1.

Pete made a motion to return to open session. Patricia seconded and all approved.