

**Metuchen Public Library  
Board of Trustees Meeting  
September 9, 2014**

The meeting was called to order by President Liz Waldron at 7:13 pm in accordance with the Open Public Meetings Act. Also in attendance were Caitlin Mollison, Linda Koskoski, Kelly Jaques, Ellen Greenberg, John Koskoski Patricia Glave and Susanna Chan, Director.

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

Ellen moved to approve the minutes of the July Board of Trustees Meeting. Kelly seconded and all approved.

**Financial Update and Approval of Bills**

An employee retired in August and another moved to part time hours leaving the salary budget in good shape. Susanna is planning to move funds from Salary to Books.

Hoopla is coming and will be paid for by state aid that must be used by the end of the year.

Some Building Maintenance Funds will be transferred to materials for E-Books.

AA made a donation of \$230.

Kelly made a motion to pay the bills. Caitlin seconded the motion and all approved. complete and the

**Director's Report**

Carpet Cleaning was done over Labor Day weekend.

A wall in the Processing Room is starting to crumble. DPW cleaned it up. A major repair is needed but will need to wait until next year. It may be considered a capital improvement.

Ceiling Plaster in the lower level boiler room is coming down. DPW was out to inspect and assured the director there was no structural damage.

Bill Boerth is retiring on 12/31/14.

Susanna attended several meetings including the Director's Meeting, the E Library NJ meeting and a meeting with Marie Patterson at the YMCA to see how they might collaborate.

## **Accessibility**

The lock for the Men's room is changed so a key is no longer necessary. The aisles and passage ways were inspected and found to be good. Signs are up for the Large Print, Magazines and Young Adult area. More signage to come.

Susanna contacted the elevator company several times but has had no response. She is going to look for a new elevator company.

Capital Improvements funds in the amount of \$34,129 are available for addressing accessibility. Fred from DPW is getting a quote for the door. Susanna got a quote for an accessible desk. The amount won't cover everything but more funding may become available this fall.

## **Staffing**

Two Part time Junior Library Assistants are replacing the hours of the employee who retired in August. Two Part time Library Assistants will be replacing another employee who is taking a full time employment elsewhere but will continue working 2 Saturdays a month and managing the Facebook page.

A Job Shadowing program began on 9/3. This is a program from the School to Employment Program (STEP) from Community Options.

## **Community**

The Library participated in National Night Out on 8/5. The Library also held a Volunteer Appreciation Party on 8/28. The party was well attended and all volunteers with over 20 hours got a Certificate of Appreciation.

The art hanging system for the Community Room/Library Gallery was installed by Steve Tardosky. The next several months of shows are lined up and we will be participating in the town wide Gallery Walk on 10/5.

## **Maker's Space**

The committee met for the first time. The Robotics are now properly locked up. There is a now a laptop charging station and Rick will be adding new outlets to the room. The Library Gallery Committee will be organizing a mural for the wall.

## **Collection**

We now have a 3 year subscription to MAKE Magazine and a 1 year subscription for McGraw Hill Science which will be shared with the schools. We are also online for Hoopla.

## **Programming**

The Stem Programs were very successful. The Robotic Programs should be available by November. A new Adult Program started. It is a book/ movie social and has been well received.

## **Old Business**

John made a motion to approve the second and final reading of the PT Library Assistant Job Description. Ellen seconded the motion and all approved.

Patricia made a motion to approve the second and final reading of the Collection Development Policy. John seconded and all approved.

Linda made a motion to approve the second and final reading of the Donation Policy. John seconded and all approved.

## **New Business**

Inter Library Loans We need to begin to allow fellow library's patrons to pick up holds at our library. A revision to the Fines and Fees Policy was recommended as follows:

- 50 cents as an overdue fee for interlibrary loans
- 25 cents fee for holding items for non-Metuchen residents
- Scanning added as free self service
- Wireless Printing – fee same as regular printing.

A motion to revise the Fines and Fees Policy as stated above made by Kelly and seconded by John. All approved.

Motion to approve the first reading of the Emergency Action Plan was made by John. Caitlin seconded and all approved. John asked if the library is required to have drills and Susanna said she will look into it.

Motion to approve the first reading of the Health Emergency Procedures was made by Patricia. Ellen seconded all approved.

Susanna said that many of the staff chairs and chairs in the activity room are broken and need to be replaced and discussed the possibility of this being a capital improvement for 2015.

Susanna would like to purchase a table for the Metuchen Country Fair for \$65.

Susanne relayed 2 incidents of patron misconduct and they were resolved.

John made a motion to move into closed session. Linda seconded and all approved

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

Susanna proposed a Senior Librarian position that would be in charge when she is not in the Library. The board members felt this was a good idea and that the position should be internally posted. The Personnel Committee will work to expedite this.

John made a motion to adjourn at 9:23. Linda seconded and all approved.