

**Metuchen Public Library
Board of Trustees Meeting
Minutes from April 14, 2015**

The meeting was called to order at 7:12pm by Vice President Ellen Greenberg in accordance with the Open Public Meetings Act. Also in attendance were John Koskoski, Laura Stibich, Sondra Flite, Patricia Glave, Kelly Jaques, Caitlin Mollison, Allison Inserro (standing in for Boro representative Reed Leibfried) and Susanna Chan, Library Director.

Patricia made a motion to approve the agenda, John seconded the motion, and all approved. Allison abstained.

John made a motion to approve the minutes, Kelly seconded the motion, and all approved. Allison abstained.

Financial Updates and Approval of Bills

We have \$18,536.64 remaining from 2014 budget and continue to pay 2014 bills with the remaining funds. We are working on a temporary budget for 2015 while we wait for the Boro to approve the 2015 budgets. The Makery Grand Opening events were funded partly with monies from "fines and fees", the Friends of the Library and the Lemelson Foundation Grant. Kelly made a motion to pay the bills, Caitlin seconded, and all approved. Allison abstained.

Director's Report

Buildings and Grounds: paper towel dispenser and trash units in both ladies' and men's restrooms are fixed.

Finance: looking into purchase of new fax machine when toner runs out on our current machine. Library also switched providers from Verizon to Cablevision, at a \$17/mo savings

Staff: staff meeting on 3/31 presented new information and procedures to staff including the new goody bags for children getting first library card, hours of operation for the Metuchen Makery as well as other details of the Makery operations

Programs: the Chinese New Year Program (200 attendees) and the Makery Grand Opening (300 attendees) were very successful and well attended events.

Services: the Inter-Library Loan delivery service is now only available T/W/R/F (no longer available on Mondays).

Workshops: Susanna attended "Active Shooter" workshop in March and shared the information with the staff regarding how to respond to a threat in the library. Michael Cadena is attending "Super Supervisor" workshop (6 sessions) to train him in managing the User Services staff.

Other: Circulation is up 9% over this time last year; 611 damaged and worn out books have been discarded, many to be replaced with new editions.

Friends

Sondra will attend the library leadership breakfast along with Hsihsi. Sondra noted that the Friends' ongoing book sale in the library lobby has been very successful. The Friends are working on the library gardens. Sondra will talk with Linda Koskoski regarding radiator covers for the Meeting Room as possible Eagle Scout projects. The Friends Coin Drop is currently at Pyramid Health and Sondra will make a schedule to move it to different venues over the next few months.

Committees

It was discussed that each committee will develop a charter; the personnel committee and finance committee have both prepared drafts that will be finalized and presented at next board meeting.

The Personnel Committee met reviewed all job descriptions and made adjustments for consistency and clarity. Revised job descriptions will be read at the May meeting. "Principal Librarian" position has been created; this position will stand in for the Director when she is unavailable or out of the office and will also oversee User Services in the absence of Principal Library Assistant.

The Policy Committee presented several new policies. Bulletin Boards and Literature Distribution Policy was distributed; motion to approve the first read was made by Caitlin, seconded by John and all approved; Allison and Kelly both abstained. A new mission statement was distributed; motion to approve the first read was made by Caitlin, seconded again by John, and all in favor. Kelly and Allison again abstained. A Photo Opt Out Policy was distributed; motion to approve the first read was made by John and seconded by Caitlin; all approved. Allison abstained.

Finance Committee created a charter and set of priorities and policies that are related to finance and need review. Will look more closely at the Donation Policies for gifts of money, memorial gifts, and the donation of books and other items.

Buildings and Grounds didn't meet but is planning an interior and exterior walk through and review of policies.

Old Business

Staffing: as discussed in the Personnel Committee report

Publicity: As discussed in Director's Report, the library now has goody bags for children receiving their first library cards.

New Business

Closed Session: Kelly made a motion to enter into closed session, John seconded, all approved; Board went into closed session at 8:45 and reentered open session at 9:03

Susanna reviewed with the Board the minutes from the Gallery and the Makery meetings.

Ellen presented a request from Linda Koskoski that the Board members consider our goals as a board and for Susanna in the coming year. She'd like to hear from us individually and would like the board to adopt a set of goals based on that feedback. The board discussed briefly that this would help us to influence the strategic planning process and that some of these goals will also be established through the strategic plan.

Adjournment

Laura made a motion to adjourn at 9:33pm; Kelly seconded and all approved.

Respectfully submitted by Laura Stibich, Secretary of the Library Board of Trustees, on April 15, 2015.