

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

The meeting was called to order at 7:07pm by Trustees Vice President Ellen Greenberg in accordance with the Open Public Meetings Act. Also in attendance were Kelly Jaques, Liz Waldron, Caitlin Mollison, Laura Stibich, John Koskoski, Patricia Glave, and Susanna Chan, Library Director. Linda Koskoski and Reed Liebfried both arrived at 7:15.

Ellen opened the meeting by inviting public comments or questions. No members of the public were in attendance and no comments were added.

Liz made a motion to approve the agenda, John seconded the motion, and all approved.

Kelly made a motion to approve the minutes, Liz seconded the motion, motion passed with all in favor (Caitlin abstained as she was absent from the June meeting).

Financial Updates and Approval of Bills

Susanna is ready to close the 2014 budget as we have seen no outstanding bills from 2014 in the past two months. Susanna has requested that the balance (~\$18,500) be reimbursed to the library. The Library is also waiting for a reimbursement from the 2013 budget.

Donations to the Yoga program will support the continuation of the Yoga program.

The Library has a balance of \$2878 collected from fines and fees for the first half of the year.

Susanna presented a quote from Penyak Roofing to make a minor repair to the roof that should remediate the leak and may stop the water coming into the basement. The repair would cost \$150.

Liz made a motion to pay the current bills and for the bills to be paid in the Board's absence in August at a time convenient to both Susanna and Caitlin. Kelly seconded, and all approved.

Director's Report:

Buildings and Grounds- Susanna presented two quotes for carpet, upholstery, and floor cleaning. Liz made a motion to approve the quote from Chem-Dry to clean carpets and upholstery. Linda seconded and all approved.

Staffing- HsiHsi Chung is the new Principal Librarian, beginning July 1, with administrative roles that include supervising staff and daily operations of the library in the absence of the Library Director and oversight of User Services in absence of Principal Library Assistant.

Collection- We have added a Summer Reading shelf in the Children's Room includes titles from the Metuchen Schools' Summer Reading Lists, many of which were newly purchased. We have also posted the schools' Summer Reading Lists on the library website. In addition, we added 42 new ebooks thanks to the gift from the Friends.

Friends: Sondra Flite not in attendance; Susanna presented the July-August edition of the Friends' new bimonthly newsletter, which is emailed to members and printed for distribution at the Library.

Committees

Personnel Committee:

- Job Descriptions for the Bookkeeper and Library Director were presented. Motion to approve the first read of the Bookkeeper job description was made by Ellen, seconded by Caitlin; all were in favor and the motion passed. A second motion was made to approve the first read of the Library Director job description by Kelly, seconded by Caitlin, all were in favor and motion passed.

Finance Committee:

- Presented revised salary ranges for library positions. After discussion a motion to approve the revised salary ranges was made by Ellen, Liz seconded and the motion passed with all in favor.
- The 2015 salary budget was presented and after discussion a motion was made by Caitlin to approve the 2015 salary budget. Liz seconded and the motion passed with all in favor.
- The Financial Policies and Procedures were presented and a motion was made by Kelly to approve the first read. Ellen seconded and motion passed with all in favor. Susanna will follow up by running it by the auditor.
- Code of Ethics and Conflict of Interest policy was presented for a second read. A motion to approve the second read was made by Patricia, Reed seconded and all approved.

Policy Committee:

- The Public Service Policy was presented for a second reading. Motion was made by Liz to approve the second read, John seconded and the motion passed with all in favor.
- The Volunteer Policy and Guidelines were presented for a first read and Ellen moved to approve the first read, seconded by Kelly. Motion passed with all in favor.

Buildings and Grounds Committee:

- Kelly reported regarding the damaged roof and the decision was made to use Penyak Roofing to make the minor repair and reassess the leaking upon completion. A second quote for roof repairs was presented from Above and Beyond for \$2,219, but this called for more extensive repairs. The Board decided to take the more conservative approach, fixing the immediate problem for \$150 with Penyak and then reevaluating the problem.
- The committee is getting quotes to replace the basement windows.
- Susanna will get quotes to repair and renovation the basement bathroom and staff break room/kitchen.
- Susanna looking into a new elevator service company as our contract with our current company expires soon.

Old Business

Staffing: as discussed in Director's Report

Strategic Planning: A meeting has been set for July 28 to meet with Eileen Palmer and the Strategic Planning committee.

New Business

No additional New Business discussed.

Adjournment

Liz made a motion to adjourn at 9pm; Ellen seconded and all approved.

Respectfully submitted by Laura Stibich, Secretary of the Library Board of Trustees, on July 17, 2015