

**Metuchen Public Library  
Board of Trustees Meeting  
Minutes from June 9, 2015**

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

Linda 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, Kelly seconded the motion, and all approved.

Ellen made a motion to approve the minutes, Kelly seconded the motion, motion passed with all in favor (John abstained as he was absent from the May meeting).

**Financial Updates and Approval of Bills**

We have \$18,298 remaining from 2014 budget with no outstanding bills from 2014. Susanna has requested that this amount be reimbursed to the library. Susanna will attend the 2015 municipal budget hearing to be held on June 15 and invited members of the board to attend with her in support of the library budget.

\$1400 were collected in fines in fees last month. Also, donations to the Yoga program will support the continuation of the Yoga program for another session.

Caitlin has scheduled to come in on June 10 to sign checks.

Liz made a motion to pay the bills, Ellen seconded, and all approved.

**Director's Report:**

The slate roof is leaking over the back stairs, near the back entrance door. Susanna and Kelly have met with roofers to discuss repairs and get estimates.

There is a significant discrepancy between the number of visitors in Feb 2015 (9053) vs Feb 2014 (14,450); this is due to a problem with the counter in 2014, which did not produce an accurate count. The February 2015 count more closely represents actual visitor numbers.

Sarah Ford, a new part-time Junior Library Assistant, started on May 19. Mike Cadena received his certificate for attended a 6-part Supervisor Workshop; Mike is in charge of supervising and scheduling all part-time Library Assistants.

Susanna contacted Google to resolve an issue regarding the Library website. The website was not popping up in typical Google searches but that issue has been resolved.

**Friends: No report (Sondra Flite not in attendance)**

## **Committees**

Personnel Committee:

- Motion was made by Liz Waldron to approve second read of job descriptions and principal library position (with minor adjustments as discussed in meeting); Kelly seconded; motion passed with all in favor.
- Job Descriptions for the Bookkeeper and Director will be reviewed at the July meeting.

Finance Committee:

- Kelly Jaques moved to approve the revisions to the fines and fees policy. Ellen seconded and motion passed with all in favor.

Policy Committee:

- Committee has drafted a Public Service Policy that Susanna will present in a staff meeting and include in the personnel manual. A motion to approve the first read was made by Patricia Glave, Kelly seconded and motion approved with all in favor.

Buildings and Grounds Committee:

- Kelly to look into gutter cleaning, will check with DPW first.
- Susanna will get estimates for carpet and window cleanings
- Kelly and Susanna are getting estimates for the roof repair
- There are ongoing issues with the basement including the staff break room and bathroom, which are long overdue for repair and improvement. Susanna to look into requesting Capital Improvement funds from the Boro.

## **Old Business**

Staffing: as discussed in Director's Report

Strategic Planning: Staff is interested on being on the committee. John, Linda, and Susanna to meet to discuss who will be invited to sit on the strategic planning committee as we need representatives from the staff, community, Friends, and Board.

Liz Waldron moved to approve the first read of the Code of Ethics and Conflict of Interest Policy; Kelly seconded and motion passed with all in favor.

## **New Business**

No additional New Business discussed.

## **Adjournment**

Kelly made a motion to adjourn at 8:32pm; Liz seconded and all approved.

Respectfully submitted by Laura Stibich, Secretary of the Library Board of Trustees, on June 9, 2015