

**Metuchen Public Library  
Board of Trustees Meeting  
Minutes from May 12, 2015**

The meeting was called to order at 7:10pm by Trustees President Linda Koskoski in accordance with the Open Public Meetings Act. Also in attendance were Sondra Flite, Kelly Jaques, Liz Waldron, Laura Stibich, Reid Leibfried, Patricia Glave, Ellen Greenberg, Caitlin Mollison, and Susanna Chan, Library Director. John Koskoski was absent.

Linda opened the meeting by recognizing the service of former board president, Liz Waldron, recipient of the NJ State Library's Trustee of the Year award for 2014.

Kelly made a motion to approve the agenda, Ellen seconded the motion, and all approved.

Ellen made a motion to approve the minutes, Caitlin seconded the motion, motion passed with all in favor (Linda, Liz, and Reid abstained as they were absent from the April meeting).

**Financial Updates and Approval of Bills**

We have \$18,298 remaining from 2014 budget and continue to pay 2014 bills with the remaining funds. The library continues to operate on a temporary budget for 2015 while we wait for the Boro to approve the 2015 budgets. The cost of the purchase of additional shelves for children's room and accessible shelving for the main floor by the circulation desk was offset over \$1500 in fines and fees collected in April. Liz made a motion to pay the bills, Caitlin seconded, and all approved.

**Director's Report**

**Buildings and Grounds:**

- DPW repaired some flashing that had become loose from the side of the building and also fixed lights in the elevator and in the hallway by the circuit breaker.
- Adjustments have been made to the timer in the exterior light by the bike rack in response to a neighbor's request.
- The basement meeting room had minor flooding after recent rain storm

**Finance:** We have approved the purchase of two new access points at a cost of \$1030.56, which includes a 5-year license. Installation will be done by the State Library. The new access points are needed to accommodate our new wireless printers and are also necessary in order to collect the Wifi usage data that will allow us to report the usage statistics required by NJ State Library in order to be eligible for state aid.

**Staff:** our part-time junior library assistant resigned.

**Programs:**

- The library held 2 job-seeker programs in April and will host another in June.
- Yoga programming will be extended into June and July, supported by the Friends and by donations from participants. 21 people attended the Yoga class held on Friday, 5/8.

**Other:** Public PC use in April 2015 was more than double that of April 2014. Overall circulation is up by 8.63% over last year. Starting May 12, Hoopla will increase their digital offerings to include ebooks and comics.

**Friends**

Sondra Flite reports that the Friends are looking for a treasurer/bookkeeper. Additionally, the Friends will be rolling out a new newsletter format, coming out electronically 6 x a year supplemented with a quarterly trifold newsletter that can be printed for distribution.

### **Committees**

The Personnel Committee presented revised job descriptions for all librarian and library assistant positions. Several new positions and/or titles have been created, including "Senior Librarian", "Senior Library Assistant", "Principal Library Assistant", and "Principal Librarian". Ellen Greenberg made a motion to approve the first read of the new job descriptions, Patricia seconded, and all approved.

The Policy Committee presented the second read on several new policies: Bulletin Boards and Literature Distribution Policy, Photo Opt Out Policy; and Photo Opt Out Release Form. Liz made a motion to approve the second read, Kelly seconded, and all approved. Additionally, the board gave a second read to the library's new mission statement; a motion to approve the second read was made by Caitlin, seconded by Liz, and all in favor. Finally, the policy committee will work on developing a public desk policy.

Finance Committee will look into getting a credit card for the library. The Finance Committee determined that monetary deductions made to the library are tax exempt under the Boro's tax-exempt code, but that we are not eligible for Google for Non-Profits as it is only for non-profit organizations under 501(c)(3); the Friends are eligible.

Buildings and Grounds- Caitlin Mollison will join Kelly Jaques and Reid Leibfried on the Buildings and Grounds committee. The committee had a walk through of the interior building scheduled for directly after the board meeting; a separate walk of the grounds will be scheduled during the daytime, date to come. Sondra mentioned that we may get some mature holly trees donated from a local gardener.

### **Old Business**

Staffing: as discussed in the Personnel Committee, we have approved the first read of the job descriptions and the addition of a new position, Principal Librarian, who will stand in for the Director when she is unavailable. Also, as mentioned in the Director's Report, one part-time junior library assistant resigned on May 5.

Strategic Planning: A committee of 5-7 members needs to be established, consisting of members of staff, board members, the Friends, and representatives of the Gallery and the Makerspace Committee. The Strategic Planning Committee will meet with Eileen Palmer to discuss the design of the community survey and begin the strategic planning process.

Linda reminded the board members that she'd like to each member to set goals and objectives for the Board and subcommittees for 2015.

### **New Business**

Closed Session: Liz made a motion to enter into closed session, Reid seconded and all approved. Board went into closed session at 8:30 and reentered open session at 8:45

Susanna discussed an incident that had occurred at the library involving a minor female and an adult male in which the minor felt uncomfortable with the adult's interest in her. The minor spoke with the

library staff and Susanna interceded by discussing the library's Behavior Policy and instructing the man to adhere to the library's policy or to leave the premises. A copy of the Library Behavior Policy and a written warning was issued. Susanna learned that later in the day the minor and her parents also spoke with the Metuchen police regarding the man's inappropriate interest and behavior.

**Adjournment**

Liz made a motion to adjourn at 8:50pm; Patricia seconded and all approved.

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