

**Metuchen Public Library
Board of Trustees Meeting
Minutes from Oct 13, 2015**

The meeting was called to order at 7:15 pm by Trustees President Linda Koskoski in accordance with the Open Public Meetings Act. Also in attendance were Ellen Greenberg, Liz Waldron, Kelly Jaques, Caitlin Mollison, Hsi Hsi Chung, Sondra Flite, and Patricia Glave . Board Secretary Laura Stibich was absent at the start of the meeting and Liz Waldron volunteered to take minutes in her absence.

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

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

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

Financial Updates and Approval of Bills

Hsi Hsi reported that we have not received an update from the Boro on salary/wages and insurance. Raises will not be issued to staff until the salary ordinance is approved which should be at the end of October.

Hsi Hsi reported that Susanna plans to use \$5000 from the interest in the Majorie Risk account for juvenile and parent literature.

The library is currently waiting on the auditor for advice on separating the Capital Funds.

The fines and fees for the month totaled \$1600.

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

Director's Report:

Buildings and Grounds – Hsi Hsi presented bids for window cleaning. Kelly made a motion to approve the bid from Brunswick Window Cleaning, Ellen seconded, and all approved.

Finance –

It was reported that the State Aid for 2016 will be \$5,936 - \$36 more than 2015. The 1/3 of the mil funding for 2016 is \$748,642. A discussion of the self-checkout system quotes also took place.

Collection –

It was reported that our newspaper subscription account will be switched from Mr. Newspaper Man to EBSCO starting on November 1st.

Programs and Events -

Hsi Hsi reported that 64 new library cards were issued in September, which was "Library Card Signup Month". The new art exhibit for the library gallery will be "43 Trees". The library also received the 2nd place award at the Metuchen Country Fair in October.

Friends

Sondra Flite reported that the annual book sale successfully raised over \$4000 and that the ongoing sale hosted in the library is very well received. On Tuesday, October 20, the Friends of the Library will host their annual meeting and present the library with the annual gift, this year expected to be \$16,000. The Friends is also hosting the Wine and Painting fundraiser event at the library on November 13. The event can hold 40 attendees and tickets are selling well.

Committees

Personnel:

The Director's Job Description was presented for a second reading. No additional changes were required and Ellen made a motion to accept the Director's Job Description as presented. Laura seconded and the motion passed with all in favor.

The Bookkeeper's Job Description was presented for a second reading. No additional changes were required and Caitlin made a motion to approve the Bookkeeper's Job Description. Ellen seconded and the motion passed with all in favor.

The Personnel committee has a draft of a personnel manual to review and discuss in committee meeting; recommendations will be presented at the next Board of Trustees Meeting.

Finance:

The Financial Policies and Procedures were presented for a second reading. No changes were required and Liz made a motion to approve; Ellen seconded and the motion passed with all in favor.

The Library is investing in self-checkout terminals. HsiHsi presented two proposals for software and service of the self-checkout terminals, recommending MK Solutions as the better option for Metuchen as the service includes technical support. Caitlin made a motion to approve MK Solutions' bid and Patricia seconded; the motion passed with all in favor.

Policy:

The 3D Printer Policy and Procedures were presented for a first reading. No changes were requested and Kelly made a motion to approve the first read. Ellen seconded and all approved.

The Fines and Fees Policy was presented for approval of changes to the revised and expanded fines and fees, including the fees for the new 3D printer. Caitlin made a motion to approve the revisions to the Fines and Fees Policy; Kelly seconded and the motion passed with all in favor.

Buildings and Grounds:

Architect Joseph Krawiec of South Plainfield made a proposal for recommended improvements to the library's physical plant. Susanna has used this proposal to outline a projects list for Buildings and Grounds. Reed will investigate if there are ADA grants available for necessary updates (parking, sidewalk improvements).

Bids to clean the windows were presented.

Old Business

The Strategic Planning Committee will meet on October 28. Reed to get a copy of Metuchen Boro's Master Plan for the Strategic Planning Committee to review.

New Business

The 2016 Holiday and Closing Schedule was presented. After review, Reed made a motion to approve the schedule, Ellen seconded, all were in favor and the motion passed.

HsiHsi presented a proposal to close the library on Friday, 12/18, for the staff to work on taking inventory of the collection and participate in a staff development day. Kelly made a motion to approve the closing, Ellen seconded, and motion passed with all in favor.

Hsi Hsi reported about an incident at the library regarding adult use of the children section.

Adjournment

Ellen made a motion to adjourn at 9:10pm; Kelly seconded and all approved.

Respectfully submitted by

Liz Waldron