

**Metuchen Public Library
Board of Trustees Meeting
7 pm, Tuesday, April 13, 2021**

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:07 pm. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Spencer Dreher (Vice President), Caitlin Mol-lison (Treasurer), Kellie Davideit, Maureen Cozine (member), Brian Hajjar (member), Liz Waldron (mem-ber), and Carol Gaffney (Superintendent's representative). Huss of the Friends was also joined in later. Linda Koskoski (Council Liaison) was absent from the meeting.

Brian Hajjar was the secretary for this meeting.

This meeting was held by Zoom video conferencing with a dial-in option for the public.

Public Session

Samina invited comments from the public. Elvia Heinert-Hajjar from the public asked questions about the summer reading program for different ages of children. Hsihsi said plans are in the works.

The Book Friends program was discussed. Elvia expressed her love of the program and disappointment that it didn't run last summer. She is glad to hear it will happen this year. Hsihsi said programs have been happening and are announced in the newsletter.

No other public present.

Approval of the Agenda. No comments made. Samina makes motion to approve. Brian seconds. All approve.

Approval of March Meeting Minutes and Special meeting minutes.

No comments made. Samina makes motion to approve both minutes. Second Brian. All approve.

Financial Updates & Approval of Bills

Updated voucher list is presented. Total has risen from \$13,000 to over \$15,000.

Friends money was used to buy an outdoor stereo system from B&H.

Constant Contact subscription was renewed.

LMxAC assessment, waiting to hear back from Becky Cuthbert.

P&L

Brainfuse reimbursement was received from the State.

We received final payment of 2020 history grant.

State aid accounting was discussed.

\$460,000 is budget for personnel. This will increase once two new personnel are hired.

Our long time book drop was broken last Friday. Was original to 1972 building.

Hsihsi asked for voucher list to be approved

Samina made a motion to approve the voucher list and payments.

Second Liz.

All approved.

Directors Report

1. Second round State Library grant application was released. Hsihsi reached out to architect and grant writer. Hsihsi and B&G committee member met with grant writer. The writer will do a virtual tour of library and come in next week in person.

The Second round will be very competitive. There will be much less money available.

Conceptual drawing for the proposal will be \$2,500.

Children's room was painted with no notice given to Hsihsi. Color was not correct. It took much back and forth to get correct color put on the wall.

Hussain asked about Serve-Pro placing signs on front lawn of Library. Are we ok with that?

Signs will be removed. Liz doubts we have any obligation to keep them up.

There is overall disappointment with how the job was carried out and the state the Children's room was left in.

It was very messy and dusty. Painters did not do satisfactory job prepping before painting.

Room was left very dusty. Hsihsi asked a library page to wipe down shelves. More cleaning is needed before the room opens to the public.

Spencer suggests touching base with Borough Hall about how it was all handled.

History grant for digitizing was noted.

Deb Zupan resigned as principal librarian.

Two positions are now open and many applications are coming in.

No Questions for Hsihsi.

Friends Report

All introduce ourselves to Friends rep Hussain.

Very successful year of fundraising.

All members of local boards should be Friends of ML.

Development Authority collab. to make new friends.

Finances are very sound and they are looking for ways to spend that money.

Committee Reports

B&G

Committee did meet

Painting of the Children's room was not optimal and we should address that with the borough.

B&G needs to meet soon about the State Grant.

Liz commented on the important projects ahead.

Finance

Committee did meet

State aid was discussed. LCBA.

website redesign was discussed.

Personnel were discussed.

PPPP

Committee did meet

Hsihsi updated on hiring of new personnel.

Salary ranges discussed.
tweaks to job descriptions were made.

Old Business

Covid 19 Update

Samina notes a doubling of cases in the public schools.

Samina talks about J&J vaccine.

Team Vaccine link on borough site. Volunteers to help make vaccine appointments.

Maureen says site form has been updated.

New Business

Library closure and reopening

Hsihsi says tentative date is first Monday of May to reopen.

Construction Bond Act.

Architect sent new grant proposal outline.

Iovino emphasizes the need to enter a strong proposal.

Could we do a conceptual design plan to be included? Would cost \$2,500.

Would be better to concentrate on existing plan and addition of outdoor pavilion.

Plan is shown.

Hsihsi showed plans to Borough Hall.

Liz says she was thinking it would be double the size shown.

It will be discussed in next B&G meeting.

Borough Council approval is needed for new grant submission.

Samina questions the cost of the plans by the architect.

Why is it \$4000-\$5000 for the minor changes we are suggesting.

Hsihsi will follow up with the architect.

Architect suggests some changes to make our proposal more competitive.

Discussion ensues on the amount of money the architect is charging and if we are willing to pay it.

All agree that it is a lot of money, but it is necessary

Spencer says he thinks it is worth it to spend the money with the reward being so great.

General agreement that we should spend the money and

Hoss offers his assistance in dealing with the architect.

Liz suggests reaching out to the local community to help tell the story of our proposal.

Samina suggests a vote to approve money to move forward with an architect making plans.

Liz would like leeway to negotiate the contract with the architect.

Samina makes motion for up to \$7,750 for B&G to finalize contract with architect. Second Brian.

All approve.

Librarian Job Description changes are discussed.

Liz says they were small changes.

no comments.

motion Liz to approve change to Job Description.

Kellie Second.

All approve.

Resolution of Shared Service agreement.

Amount to pay architect needs to be approved and published.

Samina makes motion to approve the changes.

Second Liz

All approve.

Cleaning included in contract?

Cordless Phones

Staff is asking about them.

A decision needs to be made whether or not to go ahead with installation.

Total will be over \$1,000.

The lack of cordless phones makes the work of the staff much more difficult.

Samina says Finance committee thinks it is a very worthwhile cost. It is a service for the patrons.

Caitlin agrees it's reasonable and necessary.

Samina says it would be easiest to do it now while library is closed.

Municipal budget funds would be used to pay for it.

Samina makes motion to have 3 cordless phones set up by Hunter Tech. for the cost of \$1133.17.

Second Brian.

All approve.

Website Redesign

Renaissance Web Solutions

Hshhsi says we can choose designs they present.

Brian is not impressed and neither is the Finance committee.

He says a re-branding is needed.

Hsihsi wants to change the logo. Could Mason Grove students be tapped to redesign logo?

Samina recommends to go off line with design ideas and plans.

Money is moved from accounts

\$5000 from building maintenance and

\$3000 from library materials

It is moved to Equipment Maintenance and Repair to fund the website redesign and phone installation.

Liz suggests waiting on moving the money for these purposes.

Will be taken off line with the finance committee

Hsihsi will reach out to borough about clean up after painting.

Samina adjourns at 8:44pm

Second Liz.

Submitted by Brian Hajjar on April 20, 2021