

**Metuchen Public Library
Board of Trustees Meeting**

7 pm, Tuesday, December 14, 2021

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:03 pm. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Spencer Dreher (Vice President), Caitlin Mollison (Treasurer), Kellie Davideit (Secretary), Maureen Cozine (member), Brian Hajjar (member), Liz Waldron (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison). Linda George and Sondra Flite were present from the Friends.

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

Public Session

Samina invited comments from the public. No members of the public were present.

Approval of the Agenda

Samina made a motion to approve the agenda; Kellie seconded and all present approved.

Approval of November Meeting Minutes

Liz made a motion to approve, as edited, Caitlin seconded the motion. Linda abstained; all other members approved.

Financial Updates & Approval of Bills

The municipal budget report and current financials were reviewed. Kellie made a motion to approve payment of the November bills, Brian seconded, and all present approved.

Friends Report

The board thanked Linda George, President, Sondra Flite and the entire Friends organization for their generous donation of \$10K, plus a pledge to renew the museum pass program and to purchase some chairs for the library.

Friends and Board discussed the need to address the ongoing temperature issues at the library due to aging boilers which significantly affect programming. In the coming weeks, all building and grounds (B&G) improvements will be re-reviewed and prioritized by the B&G committee in collaboration with Hsihsi and brought back to the board. The library will also continue conversations with the borough for planning purposes.

Committee Reports

Building & Grounds: will reconvene to evaluate projects/library maintenance issues and prioritization of projects.

Personnel & Policy: proposed updates to employee manual including some items to stay in sync with the Borough and other local libraries.

Finance: discussed 2021 budget reconciliation, 2022 Budget proposal and inclusion of Part-time technical services assistant in the 2022 salary ranges.

Old Business

2022 Holiday & Closing Schedule Updated: Juneteenth removed from paid holiday schedule. There will be 4 floater holidays for full time staff. Liz made a motion to approve the updated holiday & closing schedule; Samina seconded and all present approved.

2022-4 Resolution of Salary Ranges: Samina made a motion to add Part-Time Technical Services Assistant at a salary rate of \$18 - \$23 an hour; Brian seconded and all present approved.

New Business:

Farewell to Departing Library Board Trustee: The board thanked Maureen Cozine for her contributions to the board.

The Mayor has put a call for applicants on Facebook for committees, including the library board.

2022 Reorganization and Board Meeting Dates: Samina made a motion, Catlin seconded, all present approved. Full Board meetings will continue to have hybrid/online ZOOM option to accommodate members with immunocompromised family members and to stay fluid with the evolving COVID-19 pandemic.

New Hires for PT staff are under the jurisdiction of the library director. The PPPP committee will be consulted.

Personnel Manual Updates including changes to Paylocity section, staff time off, emergency closing, and exit interviews were reviewed. The COVID policy was also removed from the manual as it already exists as a stand-alone policy. Specific updates to the COVID policy will be reviewed by PPPP committee in 2022.

Samina made a motion to approve the Personnel Manual with changes described, Maureen seconded, and all present approved.

Part-time Youth Services Specialist— Job Description, 1st Reading. Samina made a motion to approve, Brian seconded, all present approved.

2021 Budget Reconciliation: Samina made a motion to transfer 51K from personnel expenditures to pay back the borough. Brian seconded, and all present approved.

2022 Budget Proposal. Samina made a motion to approve \$910,486 as the proposed 2022 budget. Caitlin seconded, and all present approved.

Directors Report

- The water heater was fixed and hot water is now available on the main floor.
- The handicap button and automatic doors were repaired and are fully functioning.
- Shizuka Mori and Moira Whittington submitted resignations to pursue external opportunities.
- Rohan Pundlik, Part-time Library Technology Assistant started on December 2nd, at the \$20 per hour to assist 15-18 hours per week.
- Jules Richards, currently a Library Assistant was offered the position of part-time Youth Services Librarian for teen and tweens starting in January 2022, at the hourly rate of \$28.
- Roxanne Pantoja and Nicole Chinchar were hired as part-time Library Assistants at \$15.00 per hour. Roxanne started on November 12, 2021, and Nicole will start on December 14, 2021.
- Staff Development Day was held on Friday, December 3rd. The live webinar on Implicit Bias provided by J A Montgomery Consulting Co and a video on Anti-Harassment training provided from the Borough of Metuchen. Other topics addressed included: circulation procedures, work expectations, and customer services standards.
- Installation of a PC and print management system is forthcoming.
- Smart Money Manager (SMM) with two electronic cash drawers will be implemented for 2022 to help manage money transactions more efficiently.
- Website redesign is being planned.
- Makerspace planning will occur in 2022 and with some upgrades to materials.

Adjournment

Samina made a motion to adjourn the meeting; Maureen seconded, and all were in favor. Meeting adjourned at 8:03 pm.

Respectfully submitted by Samina Ali, January 6, 2022.