

**Metuchen Public Library**  
**Board of Trustees Meeting**  
7 pm, Tuesday, January 12, 2021

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:42 pm following the Reorganization meeting. 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) and Linda Koskoski (Council Liaison). Sharon Taylor of the Friends was also in attendance.

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

**Oath of Office**

Signed by Samina for a new term.

**Public Session**

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

**Approval of the Agenda**

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

**Approval of December Meeting Minutes**

Brian made a motion to approve the December meeting minutes as edited, Caitlin seconded the motion. All present approved the motion.

**Financial Updates & Approval of Bills**

The municipal budget report and current financials were reviewed.

Samina made a motion to approve payment of the December bills and vouchers; Brian seconded and all present approved.

**Director's Report**

Some highlights from the December Director's report:

- Library walk-through with Borough Administrator, Building Inspector, Borough Engineer and Head of DPW on 12.11.20, reviewed some critical issues of the older building. DPW will meet with Unique Construction regarding issues including diffusers on the ceilings and damaged walls in the upper level,

damaged walls and windows in the lower level, piping for downstairs boiler, and radiator, quotes for repainting walls and windows and fixing the front stairs of the children's room.

- The library was closed at noon on 12/9 and the entire day on 12/10 due to inclement weather. The part time staff was paid based on the unexpected closing due to the snowstorm.
- 2021 Library and Borough Shared Services Agreement and Resolution were approved and signed by the Mayor. The library will handle its bills and make direct payments starting January 2021.
- Contracted Edison Business Solutions to perform data conversion from Quickbooks desktop to Quickbooks online as well as account setup and training at an hourly rate of \$160 for up to six hours.
- Received \$750 of the final payment of the art grant from the Middlesex County Office of Arts and History.
- The 2021 LMxAC membership fee for the library is \$7,172.40 for the 1st and 2nd quarters and \$7,475.27 for the 3rd and 4th quarters. The total annual LMxAC membership fee for Metuchen library is \$29,295.33.
- The library's copier lease is up for renewal. The new 5 year agreement remains at the same rate of \$130 a month for 60 months. This includes a new copier of Kyocera Ecosys M8124dn digital color copier and the current copier will be returned at no charge. The all-inclusive service will extend to the new copier by Armpco.
- The library co-hosted Metuchen Human Rights Day with the Metuchen Human Rights Commission on 12/9 from 7-9 pm.
- Two health related virtual programs, "Cancer 101" and "Breathing Easier", were offered by Rutgers Cancer Institute of NJ on 12/11 and 12/17, respectively.

### **Friends Report**

Sharon Taylor reported that the membership drive is going really well. To date, \$5,330 has been collected in the drive. Next Tuesday is the annual/monthly meeting with the swearing in of new officers.

### **Committee Reports**

*Building & Grounds:* did not meet.

*Finance:* did not meet.

*Personnel & Policy:* did not meet.

### **Old Business**

*Covid 19 updates and discussion:* Two COVID vaccines currently available from Pfizer and Moderna. NJ has a vaccine pre-registration website.

*Library Closure & Reopening Procedures: Phase 4 Stage 2:* Metuchen library has been providing curbside service since before Thanksgiving. Hsihsi reports that most libraries in the area are curbside, while a few have closed again due to rise in COVID rates.

*Library-Borough Shared Services Agreement:* the Agreement has been approved by the Borough Council.

### **New Business:**

*Resolution 2021-1 Official Newspapers:* Samina made a motion to approve the designation of the Home News Tribune and the Star Ledger as official newspapers for library notices under Resolution 2021-1; Liz seconded the motion and all were in favor.

*Resolution 2021-2 Official Library Auditor:* Samina made a motion to approve Suplee, Clooney & Company as the official library auditor under Resolution 2021-2 with fees not to exceed \$4,250. Brian seconded the motion and all were in favor.

*Resolution 2021-3 Official Library Attorney:* Samina made a motion to approve Michael A.Cerone Jr. as the official library attorney under Resolution 2021-3 with fees not to exceed \$3,000. Maureen seconded the motion and all were in favor.

*2021 LMxAC Membership Cost:* Samina made a motion for approval of payment of the invoice by the Borough for the LMxAC 1st quarter bill in the amount of \$7,172.40; Brian seconded the motion and all present approved the motion.

*New 5 yr Copier Lease:* Samina made a motion to renew the 5 year lease agreement with Leaf /Armpco for a new copier; Brian seconded and all present approved.

### **Adjournment**

Samina made a motion to adjourn the meeting; Caitlin seconded and all were in favor. Meeting adjourned at 8:41 pm.

Respectfully submitted by Kellie Davideit, Secretary, February 3, 2021.