

**Metuchen Public Library**  
**Board of Trustees Meeting**  
7:00 p.m., Tuesday, July 13, 2021

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:03 pm. In attendance were Hsihsi Chung (Library Director), Samina Ali (President), Spencer Dreher (Vice President), Kellie Davideit (member), Maureen Cozine (member), and Brian Hajjar (member). Caitlin Mollison (Treasurer) joined at 7:22 pm. Sharon Taylor of the Friends was also in attendance. Liz Waldron (member), Carol Gaffney (Superintendent's representative) and Linda Koskoski (Council Liaison) were not in attendance.

Spencer Dreher 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. No members of the public were present on the call.

**Approval of the Agenda**

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

**Approval of June 8th Meeting Minutes**

Samina made a motion to approve the June meeting minutes; Brian seconded and all present approved the motion.

**Financial Updates & Approval of Bills**

The Library received the 2<sup>nd</sup> quarter allocation of \$107,745. Year to date, the library finances are in good shape. In accordance with library re-opening, fines and fees are beginning to come in again at low levels. The municipal budget was discussed. Personnel costs are tracking normally so far for 2021 but may increase as 2 new hires start working and library hours are increased. Operational costs are all less than 50% at mid-year except for professional services. Offsets are currently estimated and will be revealed at August 23 town meeting when the budget is approved. Balance sheets were discussed and include library funds, 2 quarters of municipal operating budget and previous years' carryover funds.

Samina made a motion to pay the June voucher and bills and the third quarter assessment for LMXAC; Kellie seconded and all present approved.

## **Director's Report**

Some highlights from the Director's report:

- During the heatwave the library AC on main floor did not work well; DPW came in twice and fixed. An outside company will be found to discuss future replacement.
- Will renew Infobase cost share with Metuchen school district for 2021-2022. Due to cost share, library contribution is decreased from \$2,700 to \$400.
- The Westerhoff arts and music school is planning to donate a baby grand piano to the library. An acknowledgement ceremony is planned for July 31.
- Alyssa Petersen was offered a full-time position of Senior Librarian for User Services at the annualized salary of \$63,213.00. She will start as soon as the background check is completed.
- Mary Beth Mulligan has resigned on June 18th after 7 years of service at the Library.
- Raymond Shirley was promoted to a full-time Principal Library Assistant at the annualized salary of \$45,000.00. He will start on Monday, July 26.
- Samantha Rice will have a new hourly rate of \$15.00 effectively right after the approval of the Library Board due to additional tasks assigned to maintain and update library website and materials processing.
- The Library extended service hours from Monday through Thursday 10-7 pm and Saturday 10-5 pm starting on June 1st and will extend more hours starting July 19th. There are more seating, public computers, fax, notary public, and in-person programming are offered. Masks are mandated for entering the library building.

## **Friends Report**

Sharon reported that the Friends are interested in cleaning and repairing the sign on Route 27. This will be discussed at the next Building and Grounds meeting. Friends membership is nearly 300, nearly an all-time high. The Friends will host the book sale, assuming the town fair occurs in the fall.

## **Committee Reports**

*Building & Grounds:* Did not meet.

*Finance:* Discussed the new positions and salaries as discussed in the Director's report.

*Personnel & Policy:* Discussed revisions to the dress code in the personnel manual.

## **Old Business**

*COVID update:* No significant changes were discussed.

*Library re-opening:* Hsihsi discussed a full re-opening date of July 26th, once the new hires are on-board and trained. Masks are required of all library patrons, how to enforce this will be discussed at next PPP meeting.

## **New Business**

*Personnel and Job Descriptions:* The board reviewed revised job descriptions for the Part-Time Technical Assistant and Senior Librarian. The board also reviewed the bookkeeper offer letter. Hsihsi also shared that she is looking at the organizational structure of the library, future staffing needs and salaries.

- Second reading of the Senior Librarian – User Services job description was conducted; Caitlin made a motion to approve, Brian seconded; and all present approved the motion.
- Second reading of the Part-Time Technical Assistant Job Description was conducted; Samina made a motion to approve, Caitlin seconded; and all present approved the motion.
- Second reading of the Full-time Principal Library Assistant Job Description was conducted. Kellie made a motion to approve; Brian seconded; and all present approved the motion.
- Changes to a Resolution 2021-4 on salary ranges for 2021 was discussed. For the position of Librarian/ Senior Librarian “user services” was added to “adult services” in job title. A position for PT technical services assistant was created. Samina made a motion to approve, Brian seconded; and all present approved the motion.
- Presented Resolution 2021-10 to hire Alyssa Peterson as FT Senior Librarian for user services with an annual salary of \$63,213. Brian made a motion to approve; Caitlin seconded; and all present approved the motion.
- Presented offer letter to Alyssa Peterson. Samina made a motion to approve, Brian seconded; and all present approved the motion.
- Presented Resolution 2021-11 to promote Raymond Shirley from PT Library assistant to FT Principal Library assistant with an annual salary of \$45,000. Samina made a motion to approve; Caitlin seconded; and all present approved the motion.
- Changes to the Personnel Manual regarding dress and hygiene standards were discussed. This will be taken off-line for discussion with PPP.
- Interlocal service agreement for cost share with Metuchen school system for the Infobase data bases was discussed. Maureen made a motion to approve; Caitlin seconded; and all present approved the motion.

- A first proposal was presented to tidy the weeds and mulch the grounds next to the library and level the ground on the back approach to the library to reduce trip hazard. The approval will occur at a later date.
- Samina made a motion to pre-approve the July and August bills; Caitlin seconded; and all present approved the motion.

**Adjournment**

Samina made a motion to adjourn the meeting; Maureen seconded; and all present were in favor. Meeting adjourned at 8:31 pm.

Respectfully submitted by Spencer Dreher, Acting Secretary, August 29, 2021.