

**Metuchen Public Library**  
**Board of Trustees Meeting**  
7:00 p.m., Tuesday, June 8, 2021

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:05 pm. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Spencer Dreher (Vice President), Caitlin Mollison (Treasurer), Kellie Davideit (member), 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.

Elizabeth Waldron 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. One member of the public was present on the call but did not make any comments.

**Approval of the Agenda**

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

**Approval of May 11th Meeting Minutes**

Samina made a motion to approve the May meeting minutes as edited; Kelli seconded; and all present except Spencer and Carol approved the motion.

**Approval of May Emergency Meeting Minutes**

Liz made a motion to approve the minutes from the May Emergency Library Construction Bond Act Grant meeting; Brian seconded; and all present except Carol approved the motion.

**Financial Updates & Approval of Bills**

The municipal budget report and current financials were reviewed. It was noted that there was a credit from Baker & Taylor, we received the second budget installment from the Borough in the first week of June, we received the balance from the 2019 budget of \$44,640.36, and it was advised that the finance committee review the budget categories and make adjustments to the line balances if needed for the remainder of the year. Professional Services line needed additional funding so funds were reallocated in order to have \$10,000 in the professional services line. Samina made a motion to increase

the budget of professional services by moving \$3000 from building maintenance, \$1000 from equipment maintenance and repair, \$2000 from library supplies, and \$1000 from telephone to create a line item balance of \$10,000 in professional services; Caitlin seconded; and all present approved the motion.

Liz made a motion to pay the June 2021 bills; Spencer seconded and all present approved.

### **Director's Report**

Some highlights from the Director's report:

- New Jersey Library Construction Bond Act grant application was submitted for the 2<sup>nd</sup> round on June 4<sup>th</sup>.
- The library received a return of the remaining 2019 budget balance from the Borough.
- Hsihsi is working with the schools to renew the Interlocal Agreement contract.
- MaryBeth Mulligan has resigned from the library, her last day will be June 18<sup>th</sup>. An interim bookkeeper has been hired from South River on a part-time basis, until we can fill the position on a more permanent basis.
- June 24<sup>th</sup> the library will hold the kick-off of the summer reading program, with Rockness Music performing at the event. The website for the summer reading program is in development and will be ready soon.

### **Friends Report**

Sharon reported that the executive board will be meeting on June 9<sup>th</sup> to review the library restoration and constructions plans to see if the Friends may be able to make a contribution to the pending project.

### **Committee Reports**

*Building & Grounds:* The Committee met multiple times to review and finalize the grant submission. Samina thanked the committee for their work on the 2<sup>nd</sup> round grant application.

*Finance:* The Committee met to discuss the grant funding and what the library could commit to in terms of a percentage contribution. Their recommendation was made to the Library Board and Borough.

*Personnel & Policy:* The Committee met to discuss potential new organizational structure and new job descriptions for Senior Librarian – User Services and Part-time Technical Services Assistant.

### **Old Business**

*Library Closure & Reopening Procedures:* Expanded library hours started on June 1.

*NJ Library Construction Bond Act:* Samina thanked all involved with the 2<sup>nd</sup> round submission – the B&G Committee, Linda, Borough Administrator, Mayor, our grant writer Melani, and the architect for their efforts in this new revised submission. Grants are expected to be announced around the end of August.

### **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.

- Samina made a motion to approve the first reading of the Part-Time Technical Assistant Job Description; Liz seconded; and all present approved the motion.
- Samina made a motion to approve the title revision from Principal Librarian to Senior Librarian – User Services; Kelli~~e~~ seconded; and all present approved the motion.
- The bookkeeper offer letter was approved by the board.
- Liz made a motion to approve the hiring of the interim part-time bookkeeper; Spencer 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 8:42 pm.

Respectfully submitted by Elizabeth Waldron, Acting Secretary, July 8, 2021.