

Metuchen Public Library
Board of Trustees Meeting
7:00 p.m., Tuesday, March 9, 2021

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:06 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), and Linda Koskoski (Council Liaison). Sharon Taylor of the Friends was also in attendance. Carol Gaffney (Superintendent's representative) was absent from the meeting.

Maureen Cozine was the secretary for this meeting.

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

Call to Order

Samina called the meeting to order at 7:04 p.m. in compliance with the Open Public Meetings Act.

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 December Meeting Minutes

Liz made a motion to approve the February meeting minutes as edited; Brian seconded; and all present approved the motion.

Financial Updates & Approval of Bills

The municipal budget report and current financials were reviewed. It was noted that there is a discrepancy in the balance sheet related to State aid; the Finance Committee will review the issue.

Samina made a motion to pay the outstanding bills from 2020 through February 2021, approve one March 2021 voucher, and pre-approve additional March 2021 vouchers; Liz seconded and all present approved.

Director's Report

Some highlights from the February Director's report:

- More information will be forthcoming from the State about next steps for the New Jersey Library Construction Bond Act; the library will update and resubmit a proposal for funding.
- The front steps of the library were damaged during cleanup from recent heavy snowstorms; the Department of Public Works has been notified and the Borough will engage a contractor to make repairs.
- The library received two grants from the Arts Institute of Middlesex County, Division of Arts & History: an arts grant of \$3,000 and a history grant of \$3,625. The library will match 20% of the grant funding.
- The library will mark NJ Makers Day with two days of online programming March 19th and 20th.

Friends Report

Sharon thanked Caitlin for joining the February Friends meeting. She also noted that Deb Zupan and MaryEllen Brown worked together on a joint library/Friends advertisement that will run in Metuchen Magazine.

Committee Reports

Building & Grounds: The Committee met and discussed (1) the damage that recent snow removal caused to the front library steps (see Director's Report); (2) a recent proposal for a Girl Scouts project that would require more detailed information if it were to move ahead; and (3) landscaping.

Finance: The Committee did not meet.

Personnel & Policy: The Committee met and discussed job descriptions and library reopening plans.

Old Business

Library Closure & Reopening Procedures: Phase 4 with expanded services: The board reviewed a revised proposed plan for potential reopening of browse-and-go and other services.

NJ Library Construction Bond Act: The Building & Grounds Committee will meet to discuss how to strengthen the library's proposal, which will be revised and resubmitted when the second round of grant funding opens (the timing of which is unknown at this

point). It was also noted that the grant application will require a new authorization from the Borough.

New Business

New Jersey State Library annual survey: The annual survey for State aid is due mid-month and is nearly completed.

New Jersey Library Trustees Association membership renewal: HsiHsi will be renewing membership in the NJ Library Trustees Association; board members should let her know if their contact information has changed and needs to be updated.

Job Descriptions and advertisement: The board reviewed revised job descriptions for the Principal Librarian, Principal Library Assistant, and Full-Time Adult Services Librarian, along with an ad for the Full-Time Adult Services Librarian (a position that is currently vacant).

- Samina made a motion to approve the revised Principal Librarian job description; Liz seconded; and all present approved the motion.
- Samina made a motion to approve the revised Principal Library Assistant job description; Liz seconded; and all present approved the motion.
- Samina made a motion to approve the revised Full-Time Adult Services Librarian job description; Liz seconded; and all present approved the motion.

It was also agreed that the Personnel Committee will revisit the library's overall staffing model to ensure its alignment with current and emerging needs.

Adjournment

Samina made a motion to adjourn the meeting; Maureen seconded; and all present were in favor. Meeting adjourned at 8:57 pm.

Respectfully submitted by Maureen Cozine, Acting Secretary, March 30, 2021.