

Metuchen Public Library
Board of Trustees Meeting
7 pm, Tuesday, November 9, 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) was absent.

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 October Meeting Minutes

Caitlin made a motion to approve the October meeting minutes as edited, Liz seconded the motion. Carol and Spencer abstained; all other members approved the motion.

Financial Updates & Approval of Bills

The municipal budget report and current financials were reviewed.

Brian made a motion to approve payment of the October bills up through November 8th totalling \$27,132.44, Spencer seconded the motion and all present approved.

The Board discussed transferring funds among budget lines. Spencer made a motion to approve moving of \$60,000 from salary and wages to operational budget lines as well as smaller transfers made from Equipment line. Samina seconded the motion and all approved.

Director's Report

Some highlights from the October Director's report:

- DPW work orders for the following building issues were opened:
 - The water heater in the main boiler room is leaking and hot water is not available.

The toilet in the lower level restroom is leaking from the base.

The front handicapped automatic door has not been working.

The men's bathroom door lock that was broken has been repaired (11/4)

- Various donations were received in memory of library volunteer Amy Artman. Acknowledgement letters were sent.
- Subscribed to the Wall Street Journal online at an annual rate of \$900 for in house and remote access to library cardholders, available mid November.
- Purchased Launchpad for the children's room and computers for circ staff and public use.
- Subscribed to online learning resource LinkedInLearning for \$2,300, starts November 15.
- Hsihsi reports that there has been a lot of movement with regard to staff: Jessica Yurkow resigned as Part-Time library assistant on November 1st. Justine Johnson began on Monday, October 25th as Full Time Senior Librarian for User Services. Roxanne Pantoja accepted a job offer for Part-Time Library Assistant at the hourly rate of \$15. She will start once the background check and onboarding procedures are completed. Moira Whittington resigned as Senior Library Assistant for Youth Services. Her last day is tentatively November 24th. The job description and job post of this position are being reviewed and revised.
- Staff Development Day is scheduled for Friday, December 3rd, a couple of training sessions will be offered to staff.
- Friends Annual meeting is scheduled for Tuesday, November 30th through Microsoft Teams at 7 pm. The request for the Friends annual gift was submitted.

Friends Report

No one from Friends is present. Spencer attended last month's Friends meeting and provided a brief review.

Committee Reports

Building & Grounds: discussed projects/library maintenance issues and prioritization of projects. Discussed lingering maintenance projects and how to best move them along. Landscaper cleaned up Rt 27 entrance and the Garden Club will spruce it up in the spring. A dead tree has been removed.

Finance: discussed 2022 salary ranges as well as transferring of funds.

Personnel & Policy: reviewed Part-Time Youth Services librarian job description. Also reviewed and updated time off to stay in sync with the Borough and other local libraries.

Old Business

Covid 19 & Library Operations Updates: updates related to booster dosing 6 months after 2 dose regimen, or 2 months after 1 dose J&J vaccine. May mix and match boosters. Children 5-11 eligible for Pfizer vaccine. Library still requires masking.

2022 Holiday & Closing Schedule: Juneteenth is now added to the holiday schedule; Columbus Day/Indigenous Peoples' Day removed. Liz made a motion to approve the holiday schedule; Samina seconded and all present approved.

2022-4 Resolution of Salary Ranges: Samina made a motion approving Part-Time Librarian Youth Services Specialist at a salary rate of \$18 - \$23 an hour; Liz seconded and all present approved.

Library Code of Conduct Revision: Hsihsi has added a box to the Library Code of Conduct regarding disruptions to make it clear to the public what behavior is expected. Samina made a motion to approve the update to the library Code of Conduct; Brian seconded and all approved.

New Business:

Job Description/Job Ad Part-time Librarian (Youth Services): Candidate must have a library degree. Samina made a motion to approve the updated description; Maureen seconded and all present approved.

Job Description/Job Ad Part-Time Library Technology Assistant: Samina made a motion to approve the job description pending some edits; Caitlin seconded and all present approved.

2022 Library Employee Benefits: adjustment of vacation leave, personal days and floating holidays, as reviewed by the PPPP committee. Samina made a motion to approve the updates to the time off policy, Brian seconded the motion and all were in favor.

2022 Salary Rate: Discussion of full time staff salary increases
Samina made a motion to approve a 3% increase for full time staff for 2022, Brian seconded and all were in favor.

2022-5 Resolution of Salary Increase: Liz made a motion to approve the resolution as drafted; Spencer seconded and all were in favor.

2021 Library Budget Transfer Proposal: discussed and approved under Financial Updates above.

Building Issues and Rhino Sculpture Project: More information needed re: Rhino Sculpture project; further discussion tabled until the next meeting.

Other

Liz would like to recognize Sharon Taylor's service with the Friends as she is moving out of state, the Board agrees. An appropriate gift will be sent.

Adjournment

Samina made a motion to adjourn the meeting; Liz seconded and all were in favor. Meeting adjourned at 8:49 pm.

Respectfully submitted by Kellie Davideit, Secretary, December 9, 2021.