

**Metuchen Public Library
Board of Trustees Meeting
7:00 p.m., Tuesday, October 12, 2021**

Samina Ali (president) opened the meeting in compliance with the Open Public Meetings Act at 7:07 p.m. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Caitlin Mollison (Treasurer), Kellie Davideit (member), Maureen Cozine (member), Brian Hajjar (member), Liz Waldron (member). Not present were Spencer Dreher, Carol Gaffney (Superintendent's representative) and Linda Koskoski (Council Liaison).

Brian Hajjar 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

Hsihsi revised the agenda, by removing the 2022 salary and wages discussion.

Brian motioned to approve, Samina second, all approved.

Approval of September Meeting Minutes

Samina made a motion to approve the September meeting minutes;

Liz seconded. all present approved the motion.

Discussion of Friends of the Metuchen Library; An invitation was forgot to be sent for the meeting. They had their book sale in October, and Sharon Taylor (ex-president) has moved out of state.

Financial Updates & Approval of Bills

Hsihsi reviewed the September vouchers. The municipal budget report and current financials were reviewed. The Library is in good financial shape overall. September was "fine free" month.

Due to personnel turnover, more money than expected is in the personnel budget.

Samina asked about moving money so it can be used for necessities (materials).

Liz suggested the Building and Grounds needs, (boiler, new doors, etc.) and think about how to solve some of the issues.

Samina suggested we need to wait and hear about the state grant before we can decide what to do and where the money will come from.

Samina made a motion to approve payment of the September and part of October bills; Brian seconded and all present approved. Samina made a motion for preapproval of the 4th quarter, LMXAC membership assessment of \$7,475.22 that will be paid by the Borough. Liz seconded, all approved.

Director's Report

Some highlights from the Director's report for October:

Hsihsi is excited 2022 1/3 mill increased by \$79,000.

2022 state aid is \$7,449.00 this year. more than usual the \$5700.00.

3rd quarter muni funding was late but was allocated.

Concerned about 4th quarter funding. How much, and when it will come.

Staffing:

Samantha Rise resigned due to finding another Library position.

Julian Richards and Jessica Yurkow were hired as part-time Library Assistants who have started and being trained. They will help with the Sundays hours and weekday hours.

Justine Johnson was hired as the full time Senior Librarian for User Services position for the annualized salary of \$63,213.00. She will start October 25.

The Friends annual book sale was a success.

All children's programs have returned to in person.

Friends Report

No Friends were in attendance.

Committee Reports

Building and Grounds: Did not meet.

Finance: discussed new salary ranges. Worked closely to make ranges in meeting the NJLA minimum salary recommendations. The overall personnel spending will below the 80% threshold for the library personnel expenditures.

Personnel, Policy, and Public Relations: Did not meet, but Samina and Liz discussed growth and development opportunities for staff.

Old Business

No new Covid updates.

A group that meets on Saturday mornings wants to use the Library without using masks. Hsihsi would like them to keep their masks on during the gathering. Samina asked about current rules for masks. Hsihsi said masks must be worn. Samina said policy should be consistent for everyone.

A code of conduct will be printed out and posted by the entrances.

New Business

- Hiring resolution was read. Justine Johnson was offered a full time position of Senior Librarian for User Services for the salary of \$63,213.00. Samina made a motion to approve, Liz seconded, all in favor.
- 2022 Holiday schedule discussion. PPP committee will discuss the holiday schedule.
- Salary ranges: Based on 2020 census, Metuchen has moved up a salary bracket due to an increase in population of 15,000 and above. Finance discussed the ranges. Current range is very low and makes it difficult to attract good candidates. Discussion of staying below the 80% threshold ensues. We are still below that threshold.
- New part-time hires will start at the \$15/hour rate. Maureen made a motion for the new part time rates, starting at minimum of \$15. Samina seconded, all approved.
- Motion made by Liz for approval of 2022 salary ranges for full and part time staff. Samina seconded, all approve.

- Liz talked about professional development with Cathy Hakala-Ausperk will be extended from November 2021 through April 2022 at the total cost of \$1,500. Motion made by Brian to approve, seconded by Kellie, all present approved.
- Landscape project discussion. multiple quotes have been taken. Garden Club of Metuchen (GCM) weeded and spruced up the front entrance. A landscaper would be needed to do the heavy work involved. The GCM is committed to maintaining the area. Only the front entrance would be taken on by this project at the cost of \$2,800.00. The side yard will be involved in the capital improvement project if awarded. Liz made a motion to approve the plan, seconded Brian, all present approved.

Adjournment

At 8:30 pm, Samina made a motion to adjourn, Liz seconded, all approved.

Respectfully submitted by Brian Hajjar, Acting Secretary, October 24, 2021.