

**Metuchen Public Library
Board of Trustees Meeting**

7:00 p.m., Tuesday, September 14, 2021

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

Maureen Cozine 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 with a minor modification to the order of New Business discussion items; Brian seconded; and all present approved the motion.

Approval of July Meeting Minutes

Caitlin made a motion to approve the July meeting minutes as edited; Maureen seconded. Liz abstained, as she was absent from the July meeting; all others present approved the motion.

Financial Updates & Approval of Bills

The municipal budget report and current financials were reviewed.

Samina made a motion to approve payment of the August bills, including pre-approved vouchers and the third-quarter LMXAC adjusted assessment, and to pre-approve the bills through September 10th; Brian seconded and all present approved.

Director's Report

Some highlights from the Director's report for July and August:

- The library kept up a robust stream of programming this summer, including summer reading programs for children, young adults, and adults, as well as art classes, story time, a reptile show, movies, and a chamber music concert.

- The boiler on the main floor was leaking on several occasions over the summer; the Department of Public Works has been working to repair it.
- DPW also repaired the outside automatic door buttons at both library entrances, but the buttons are still not working reliably; additional repairs and perhaps replacement parts will be needed.
- Following an incident in the parking lot in July, information about the library code of conduct will be posted at both entrances.
- The library will receive a \$5,000 bequest from the estate of Lorraine Bachman.
- Library staff has been planning for its September Library Card Sign-Up month campaign.
- The library is recruiting for a full-time Senior Librarian for User Services.
- The therapy dog program is returning; Niles will be at the library every other Saturday beginning in September.

Friends Report

- Sharon noted that the library book sale will return on Saturday, October 2, the same day as the town-wide garage sale. The Friends have received many book donations already; people interested in dropping off books should make an appointment to do so.
- Brian will join next week's Friends meeting.

Committee Reports

Building and Grounds: The Committee did not meet.

Finance: The Committee met to discuss the salary for the Senior Librarian for User Services position and compensation issues more broadly, although authority for these decisions is currently split between the Finance and the Personnel, Policy, and Public Relations committees.

Personnel, Policy, and Public Relations: The Committee met and discussed recent personnel changes, the Borough's new personnel manual, and potential adjustments to employee benefits.

Old Business

COVID-19 & Library Operations Updates: Samina talked about emerging and persistent COVID-19 variants and new requirements for vaccination among public workers and others. The library is now holding in-person, online, and hybrid programming and plans to open up for small in-person public meetings (fewer than 25 people in the upper-level Community Room and fewer than 15 people in the lower-level meeting room). All patrons and meeting participants must remain masked while inside the library.

New Business

Personnel: HsiHsi noted that there is not sufficient staff coverage to add Sunday hours at this time.

2022 Salary and Wages Planning: The board agreed that the Finance Committee should take the lead on setting salary and wage ranges for 2022 and share a recommendation with the full board. The final ranges will not be considered for approval until more information is available about the 1/3 mill and overall budget for 2022.

2021-4 Resolution of Salary Ranges: Samina made a motion to adjust the salary range for Senior Librarian positions to \$58,000–\$72,000. Liz seconded the motion and all present approved.

Personnel Manual Revisions: Liz made a motion to be in line with the Borough's amended personnel manual and roll longevity pay into the base salary in 2021 and eliminate longevity pay beginning in 2022. Samina seconded and all present approved.

Adjournment

Samina made a motion to adjourn the meeting; Maureen seconded; and all present were in favor. The meeting adjourned at 8:56 pm.

Respectfully submitted by Maureen Cozine, Acting Secretary, September 22, 2021.