

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, APRIL 12, 2022
Via In-Person and Zoom Videoconferencing**

- **Statement of Compliance with Open Public Meetings Act**
Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:21 pm. In attendance were Hsi Hsi Chung (Library Director), Samina Ali (President), Spencer Dreher (member), Caitlin Mollison (Treasurer), Kellie Davadeit (Secretary for the meeting) Brian Hajjar (Vice President). Members absent were: Karen Chaplin (Secretary), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison), Linda George (Friends of the Library), and Sondra Flite (Friends of the Library).
- **Public Session**
There were no members of the public in attendance.
Justine Johnson, Senior Librarian, attending only to observe.
- **Approval of the Agenda**
Motion to approve the agenda: Spencer; second: Caitlin; all present approved.
- **Approval of the Minutes**
Motion to approve the minutes: Caitlin; second: Spencer; all present approved.
- **Financial Updates and Approval of Bills**
Many vouchers to pay (more than \$16K to pay); Budget in good shape, but need to watch expenditures, as the Borough is holding back funds.
Motion to approve payment of bills. Kellie; second: Spencer; all present approved.
- **Friends of the Metuchen Library**
No one from the Friends was in attendance.
- **Committee Reports**
 - **Building and Grounds:** Discussion briefly of the Gulton Site meeting; thinking of smaller projects (like new shelves, as some books have been damaged by rust) while waiting for the Gulton project to go forward. We are probably a couple of years off from getting funding from the PILOT program of Gulton site.
 - **Finance**
Discussed whether to offer paid vacation leave to part-time employees.
 - **Personnel, Policy, and Public Relations**

Discussed the part-time vacation but haven't made changes yet. Hsihsi will benchmark based on other libraries of similar size. Also discussed resolution 2013 regarding full time employee retirement benefits.

- Old Business
 - COVID-19 updates and the Library Opening Procedures
No updates. Masks are staying optional. People are returning to the library and to in-person programming.
 - Capital Improvements Projects
Many plans; just need to narrow down what we want to do.
- New Business
 - Museum Pass Policy-Revision
PPPP hasn't reviewed this yet. Right now, this is open to all Metuchen residents.
 - Mockups of New Library Website
Reviewed mockups of website designs; timeline is hopefully June, but unclear. Looking at Long Hill Township Library website as a template.
- Director's Report
DPW did some work in the bathrooms (men's and ladies) as well as the basement. Very busy March: Maker's Day was well-attended. April: fine forgiveness month for returning overdue materials and library card renewal. Raffle baskets event was a great success. Author event (Kelly Jacques) was successful. Library awarded a small grant—getting funding to get equipment for visually impaired.
- Adjournment
On behalf of the Garden Club, expansion of the library gardens with additional funding from the Friends and help from the Boy Scouts.

Justine Johnson introduced herself; when Hsihsi is away, Justine will be taking over. Email and phone number to be shared.

Discussions going on re: running board meetings with regard to virtual options (e.g., hybrid versus all in person versus all virtual). More information to come.

Motion to close at 8:15 pm by Kellie; seconded by Spencer; all present approved

Respectfully submitted by Karen Chaplin, May 6, 2022.