

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, NOVEMBER 15, 2022  
In Person and via Zoom Videoconferencing**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali (President) opened the meeting in compliance with the Open Public Meetings Act at 7:06 pm. In attendance were Hsihsi Chung (Library Director), Brian Hajjar (Vice President) via Zoom, Kellie Davideit (member), Karen Chaplin (Secretary) via Zoom, Caitlin (member), Carol Gaffney (Superintendent's representative) via Zoom, Linda Koskoski (Council Liaison) via Zoom, Spencer Dreher (member) via Zoom, and Linda George (from the Friends) via Zoom. Liz Waldron (member) was absent.

2. Public Session

- Keith McPherson was in attendance. He is a boy scout from Troop 14 working on his Eagle Scout requirement. He introduced a proposal for a native plant garden and a seed library. This is already being done by a garden club member in collaboration with one of the librarians, and Keith would be helping with this project instead of building the originally suggested pergola. Approval is needed from the Troop 14 leadership and the Scout Council before fundraising can begin. Work would start in Spring 2023.

3. Approval of the Agenda

- Motion to approve the agenda: Samina; second: Caitlin; all present approved.

4. Approval of the Minutes

- Motion to approve the minutes: Carol; second: Brian; all present approved except for Caitlin, who abstained.

5. Financial Updates and Approval of Bills

- Moving 1K from professional services into telecommunications and utilities. Transferred \$500 into telecommunications and \$500 to utilities.
  - Motion to approve this transfer: Samina; second: Kellie. All present approved.
- Motion to approve the payment of the bills from last meeting up to October 10: Samina; second: Brian; all present approved.

6. Friends of the Metuchen Library

- November 16<sup>th</sup> was the annual meeting in person and via zoom; presenting the largest gift in the history of friends to the library, dedicated in Hoss Ali-Kahn's name, who recently passed away.
- Next year, included in the gift of the Friends, money will be included for the garden. If the boy scout needs additional funds for the garden project, the Friends will help.

- December events: book sale; December 3<sup>rd</sup> St. Luke's will be having a holiday sale and books will be available for purchase; December 9<sup>th</sup> is the 10x10x100 art event.

## 7. New Business

- Proposed 2023 Board Meeting Dates Schedule
  - Since there are five Tuesdays in January, the Board will meet the third Tuesday instead of the standard second Tuesday of the month.
  - April meeting date moving to the 18<sup>th</sup> so as to not conflict with Passover and spring break.
  - December date moving to the 5<sup>th</sup> to avoid conflict with Hanukkah.
  - January 2024 has five Tuesdays, and the Board will meet on the 16<sup>th</sup> for the reorganization.
  - Motion to approve the board meeting dates for 2023 and 2024 reorganization meeting: Caitlin; second, Carol; all present approved
- Proposed 2023 Holiday and Closing Schedule
  - Open the Saturday for Good Friday and Easter Sunday weekend Close Saturday for Veterans Day and add a floating holiday for full-time employees
  - Motion to approve the library holiday and closing schedule for 2023: Kellie; second, Caitlin; all present approved
- Proposed 2023 Salary and Wages
  - Increasing wages and salaries to align with other libraries similar in size as well as with increase in minimum wages that meet the 2022 NJLA minimum salary guide.
  - Motion to approve the proposed salary and wages 2023: Karen; second, Kellie; all present approved.
- Proposed 2023-6 Resolution of Salary Ranges
  - Ranges are modified to align with other libraries of similar size as well as the 2022 NJLA minimum salary guide. The ranges were also modified to attract and retain talent.
  - Motion to approve the resolution of salary ranges for 2023: Brian; second, Kellie; all present approved.
- Proposed 2023-7 Resolution of Salary Increases
  - Motion to approve the resolution of the salary increases for 2023 with adjustments made: Brian; second, Karen; all present approved.
- Reconsideration of Library Materials Policy-1<sup>st</sup> Reading
  - Motion for the first reading of the reconsideration of library materials policy with the edit to the library card question: Caitlin; second, Brian; all present approved.
- Code of Conduct-Revision
  - Motion to approve the library code of conduct revision to the food and drink section: Samina; second, Caitlin; all present approved.

- Eagle Scout Project
    - Discussed earlier in the meeting. Board is excited for the project and Hsihsi will work with the scout during the project. The grounds are owned by the Borough and they have the final say.
    - Motion for support of the Eagle Scout project on Library Place: Kellie; second Brian; all present approved.
8. Old Business
- Intellectual Freedom Policy-2<sup>nd</sup> Reading
    - Motion to accept second reading: Carol; second, Samina; all present approved.
  - Accessibility Statement-2<sup>nd</sup> Reading
    - Motion to accept second reading: Samina; second, Kellie; all present approved.
  - Collection Development Policy-Revision
    - Minor edits including removing the reconsideration section and modifying the objectives for the collections criteria
    - Motion to accept the policy revision: Brian; second, Caitlin; all present approved.
  - Personnel Manual-Revision
    - Motion to accept personnel manual revision (paid holidays change, confirming floating holiday for staff, carrying over vacation days for full-time staff only, and sick time policy amendment): Brian; second, Caitlin; all present approved.
  - Capital Improvement List
    - Will meet again with the Building and Grounds committee in two weeks.
    - This will be tabled for the next Board meeting.
9. Committee Reports: due to time constraints, these reports are moved to the next meeting in December.
- Building and Grounds
  - Finance
  - Personnel, Policy, and Public Relations
10. Director's Report
11. Adjournment
- Kellie made motion to close the meeting at 8:53 pm.; Samina seconded; all present approved.

Respectfully submitted by Karen Chaplin, December 5, 2022.