

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, FEBRUARY 8, 2022
Via Zoom Videoconferencing**

1. Statement of Compliance with Open Public Meetings Act

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), Karen Chaplin (Secretary), Brian Hajjar (member), Liz Waldron (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison). Sondra Flite and Linda George were present from the Friends.

2. Public Session

There were no members of the public in attendance.

3. Approval of the Agenda

Motion to approve the agenda: Brian; second: Spencer; all present approved.

4. Approval of the Minutes:

Motion to approve the January minutes (both "regular" minutes and the Reorganization Meeting minutes): Liz; second: Brian; all present approved

5. Financial Updates and Approval of Bills.

Review of the January Library Municipal expenditure report as well as the February voucher to pay bills.

Motion to approve paying February bills and approve expenditure report: Samina; second: Brian; all present approved.

6. Friends of the Metuchen Library

Sondra reporting; Friends spoke at the February 7, 2022, Borough meeting regarding the elevator and boiler fixes in terms of safety and function. The town will be funding the boiler repair and the brand-new elevator.

Friends will be running a "blind date with a book" in the lobby of the Library.

7. Committee Reports:

- **Building and Grounds:** Spencer reporting—will be meeting with the town (to be scheduled) to review the proposed list of things that need to be fixed. The list (wants and needs prioritized) will be finalized by the committee and presented to the Borough. The list will be shared with the Friends and they will have a separate meeting with the Borough.
- **Finance:** Caitlin reporting—met and discussed a library assistant salary adjustment. Also Borough suggested that we update salary ranges for positions, which the committee will evaluate in the future for next year.

- **Personnel, Policy, and Public Relations:** Met twice and reviewed the bylaws as well as discussed changes in the manual re: sick leave and emergency closing.
8. Old Business
- COVID19 updates and the Library Opening Procedures: no updates
 - Resolution 2022-4 Salary Ranges-Revision: Motion for the update to change Library Assistant salary from \$15 to \$14.50: Liz; second: Kellie; all present approved
 - Board of Trustees Bylaws: determined that we were in line with statute; no changes needed.
 - Personnel Manual-Revision: Motion to update the personnel manual regarding the Early Closing and Delayed Opening Policy and Sick Leave—to be in line with the Borough: Brian; second: Caitlin; all present approved
9. New Business
- Capital Improvements Projects
The Building and Grounds Committee will discuss the list at the next committee meeting; then the Board will review and finalize list.
10. Director's Report
- The \$5,000 donation made by Evan Spritzer in dedication to his father Martin Spritzer who was the Borough Attorney from 60s through the 80s; the Civil Rights-focused collection for all ages and programming would be built and planned.
11. Adjournment

Samina makes motion to close at 7:58 pm.; seconded by Liz; all present approved.

Respectfully submitted by Karen Chaplin, February 23, 2022.