

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, JUNE 14, 2022**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali (President) opened the meeting in compliance with the Open Public Meetings Act at 7:13 pm. In attendance were Hsi Hsi Chung (Library Director), Brian Hajjar (Vice President), Spencer Dreher (member) via Zoom, Kellie Davideit (member), and Karen Chaplin (Secretary). Not in attendance were Caitlin Mollison, Liz Waldron, Carol Gafforney, and Linda Koskoski

2. Public Session

- There were no members of the public in attendance.

3. Approval of the Agenda

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

4. Approval of the Minutes

- Motion to approve the May minutes: Samina; second: Brian; all present approved

5. Financial Updates and Approval of Bills

- Money spent mostly on programming in May.
- The Library received Municipal money and State aid on the coin machine.
- Borough received a bid for cleaning services; this was a change to the budget.
- Motion to approve voucher in May, including museum passes: Samina; second: Brian; all present approved.

6. Friends of the Metuchen Library

- There was no report, as no members of the Friends were present.

7. Committee Reports

- Building and Grounds
 - Met to discuss cleaning issues in the basement; whether the Library should do a refurbishment of the whole basement with current funds and not wait for the Gulton funds to come through.
 - It was decided Hsihsi will get a free estimate and quotes to refurbish the basement, including replacing tiles, etc.
 - Once quotes/estimates are in, Hsihsi will bring to the Finance committee to review.

- Finance
 - Met to discuss petty cash; see New Business below.
- Personnel, Policy, and Public Relations
 - Did not meet.

8. Old Business

- Capital Improvements Projects
 - The Library will need to clean the basement before the refurbishment.
 - The Board voted on a quote for AAA cleaning of basement and movement of furniture. Motion made by Samina; seconded by Brian; all present approved. Hsihsi will submit the proposal to the Borough to approve at the June 27th meeting.

9. New Business

- Petty Cash Fund
 - Resolution drafted by the Borough Attorney and PPPP Committee to review wording of policy; Finance Committee still needs to review
- Amazon Tax-Exempt Account with Prime
 - Contract to be tax exempt: to be eligible for the program, the Library must join Amazon Prime
 - Hsihsi is the primary account manager
 - Motion to apply for Amazon tax exempt account with Prime account: Samina; seconded by Kellie; all present approved.
- 2022-2023 Interlocal Services Agreement with BOE
 - Motion to approve renewal of the Interlocal Services Agreement with BOE: Samina; seconded by Kellie; all present approved.
- Hearing Induction Loop Installation
 - The Library was awarded a grant of \$15K.
 - Motion to approve the installation by Audio Directions contingent upon receipt of the grant: Brian; seconded by Kellie; all present approved.

10. Director's Report:

- Summer Reading Program: Ocean of Possibilities
- Elevator: belt and resistors need repairs
- Many programs are coming up at the Library

11. Adjournment

- Motion to close meeting at 8:08 pm: Samina; seconded by Brian; all present approved.

Respectfully submitted by Karen Chaplin, July 8, 2022.