

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, MARCH 8, 2022  
In person and 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 7:01 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), Kellie Davideit (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison). Sondra Flite (in person) and Linda George (on Zoom) was 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 February minutes: Brian; second: Caitlin; all present approved

5. Financial Updates and Approval of Bills

- Review of the February Library Municipal expenditure report as well as the March voucher to pay bills.
- There will be an offline discussion with the Finance Committee to review questions regarding QuickBooks reports/expenditures.
- Motion to approve and pay February-March 8th bills and approve expenditure report: Samina; second: Brian; all present approved.

6. Friends of the Metuchen Library

- Blind Date with a Book was a success. The program will run again in the summer.
- Looking to plan a fundraiser in the future.
- The Friends spoke at the February council meeting to praise the Council for supporting the boiler/elevator repairs.
- The Friends will be running the Town-wide Garage Sale in Fall (October). Thinking the book fair may be the same day—still deciding.

7. Committee Reports:

- Building and Grounds: Have had a few meetings and are looking to get through key improvements. The town wants to fix these soon, but they are also receptive to long-term fixes. The committee will work with the town to come up with funding.
  - Finance: Did not meet. Will meet before the next meeting in April.
  - Personnel, Policy, and Public Relations: Met once. Discussed mask guidelines and opening. Decided to wait to have the employee manual reviewed by the attorney.
8. Old Business
- COVID19 updates and the Library Opening Procedures—align with the borough and the schools.
    - Mask guidelines and building capacity limit: masks are optional effective March 9, but encouraged for the children’s department and during meetings.

**Mayor Johnathan Busch joined the meeting via Zoom at 7:26 pm to discuss an opportunity re: the transformation of the Gulton site on Durham Avenue. More information made public on Monday, March 14, with a town meeting planned for Thursday, March 24.**

8. (Old Business cont’d) Capital Improvements Projects: Do now—fix boiler, elevator, and bathrooms; will review all projects at a later date.

9. New Business

- Library Assistant Position
  - There is a vacancy and the job description was posted.

10. Director’s Report

- Reviewed the boiler repair quote
- The men’s bathroom lock is broken, and both bathrooms need to be fixed.
- Many February programs happening
- NJ Makers Day is March 26 and the staff is preparing for it.
- April 3-9 is National Library Week

11. Adjournment

Samina makes motion to close at 8:15 pm; seconded by Brian; all present approved.