

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, MAY 10, 2022  
Via In-Person and Zoom Videoconferencing**

1. Statement of Compliance with Open Public Meetings Act

Brian Hajjar (Vice President) opened the meeting in compliance with the Open Public Meetings Act at 7:02 pm. In attendance were Hsi Hsi Chung (Library Director), Spencer Dreher (member) via Zoom, Kellie Davideit (member), Caitlin Mollison (Treasurer), Karen Chaplin (Secretary), Liz Waldron (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison). Linda George was present via Zoom from the Friends.

2. Public Session

- There were no members of the public in attendance. See section 8A, when session was reopened for a comment from a member of the public.

3. Approval of the Agenda

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

4. Approval of the Minutes

- Motion to approve the April minutes with changed to Spencer's and Brian's title: Caitlin; second: Kellie; all present approved

5. Financial Updates and Approval of Bills.

- Review of the April and up to May 10<sup>th</sup> Library Municipal expenditure report as well as the April voucher to pay bills.
- The Library is getting a coin machine, which comes with a service agreement
- Event: Martin Spritzer event to celebrate his contribution to the Borough. It will be on September 10, 2022. Invitations will be sent out to Mayor and others in the Borough, as well as others.
- Motion to approve paying April bills and approve expenditure report: Liz; second: Kellie; all present approved.

6. Friends of the Metuchen Library

- Linda reporting: MDA Event on May 21 and the Friends will have a table with kid-friendly activities; town wide yard sale—sorting through issues; annual book sale will be first Saturday in October.
- Hsihsi: Metuchen Library will participate in the Memorial Day Parade on May 30<sup>th</sup>. Friends of the Library are invited to join.
- Hsihsi: because the ban on plastic, we have many extra tote bags; Friends are looking into how those tote bags will be used.
- Hsihsi: Friends issued a check to the Library for a museum pass renewal.

- Linda: Friends will, going forward, dedicate a portion of the budget to grounds maintenance and museum passes renewal.

#### 7. Committee Reports:

- **Building and Grounds:** Spencer reporting—did not meet, but will meet soon to discuss the wish list for the Gulton site funding, etc.
- **Finance:** Caitlin reporting—did not meet.
- **Personnel, Policy, and Public Relations:** Kellie reporting—met twice to discuss and review the museum pass policy language.

#### 8. Old Business

- Capital Improvements Projects
  - Upgrades to the temperature control panel and sensors on main floor and for boiler.
  - Elevator: Borough will apply the block grant to finish replacement
  - Public restroom: made fixes (faucets, vanities); but need caulking done due to bug infestation in ladies room.
  - While we wait for the Gulton project, can we do some fixes ourselves—maybe hiring a part-time handyman, but not for this year’s budget
- Museum Pass Policy-Revision: Updated eligibility. Motion to approve updates to the museum pass policy language: Liz ; Caitlin seconded; all present approved

#### 8A. Reopen Public Session

- Elvie Hajjar, 8 Park Place, Metuchen: Asking about the chess program and if that can be reinstated ; Museum pass—would Board consider a pass for children’s museum.
  - Hsihsi: Liberty Science Center doesn’t issue passes but gives money off admission; Crayola also doesn’t issue passes but gives money off admission.
  - Re: Chess program, we will advertise on Facebook to see if we can get a chess instructor volunteer. If so, we can reinstate.

#### 9. New Business

- Bylaws-Revision
  - Electronic Attendance revised in the bylaws—is the Board interested in allowing hybrid attendance. It makes sense to have this option. Motion to approve changes: Liz ; seconded by Caitlin ; all present approved.

Brian leaves the meeting—Caitlin presides of the remainder of the meeting as of 7:50 pm.

- Personnel Manual-Revision
  - Retirement section of the manual—adding a sentence re: COBRA. Motion to approve changes to personnel manual: Liz ; second: Caitlin; all present approved.
- Communication Access Services Grant
  - To make the Library more inclusive to people who are visually and hearing impaired. We received this \$15K grant to purchase and install the hearing caption loops. We will also purchase at last two videophones.
- Chairs need cleaning and repairing—need to discuss in Building and Grounds Committee.

- Weeding: Samina was asking if we could get a landscaper for this. Library got an estimate for a clean-up by west wing earlier, but will revisit to get an updated quote—up to \$4K okay. Discussed in Building and Grounds previously and approved this.

**10. Director's Report**

- Hsihsi went over her report; the April programs were well-attended.

**11. Adjournment**

- Caitlin makes motion to close at 8:15 pm.; seconded by Liz; all present approved.

Respectfully submitted by Karen Chaplin, June 5, 2022.