

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, OCTOBER 11, 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 7:04 pm. In attendance were Hsihsi Chung (Library Director), Samina Ali (President) via Zoom, Kellie Davideit (member), Karen Chaplin (Secretary), Liz Waldron (member), Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison) via Zoom, and Spencer Dreher (member) via Zoom.

2. Public Session

- There were no members of the public in attendance.

3. Approval of the Agenda

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

4. Approval of the Minutes

- Motion to approve the minutes: Liz; second: Kellie; all present approved.

5. Financial Updates and Approval of Bills

- Motion to approve the vouchers: Samina; second, Brian; all present approved.
- Motion to approve the bills: Liz; second Brian; all present approved.

6. Friends of the Metuchen Library

- There were no members from the Friends in attendance. Hsihsi reported that the Friends made \$5100 from the book sale.

7. Committee Reports:

- Building and Grounds

- Committee met and will have bi-weekly meetings for the next two months. The goal is to prioritize issues, like the basement.
- DPW looked at the flooding issue and thinks it may be caused by an ill-connected downspout.
- Scout from Troop 14 proposed building a pergola on library grounds as an Eagle Scout project. The Board discussed and recommended the Scout discuss additional project ideas with the Garden Club of Metuchen as the pergola may not fit in with the overall long-term vision for the grounds.

- Finance

- Committee met and discussed increasing wages for part-time and full-time employees in order to retain talent. There will be a discussion about increasing the director's pay as well
- Personnel, Policy, and Public Relations
 - Committee met and reviewed policies (see new business policies) as well as unused sick leave.
 - Also discussed book reconsideration form because the public has a right to challenge any book. We will bring this back to the committee level to discuss further.

8. Old Business

- The hearing induction loops: the library now has the finances, however, there is a supply chain issue. Hoping for installation sometime in November
- The library is hoping to get a sign language expert to attend events
- Someone from the library staff will attend a disabilities trade show to see if there are any other devices to help the library continue to be inclusive

9. New Business

- 2023 Holiday and Closing Schedule
 - This will go to the PPP committee for further discussion. The closing schedule is due at the end of November
- Library New Hires
 - There have been two new hires: Stella Carr is the Principal Library Assistant (October 24th is their first day) and Connie Feng is the Part-Time Library Assistant who will start asap.
- Intellectual Freedom Policy-1st Reading
 - Motion to accept first reading: Brian; second, Carol; all present approved.
- Collection Development Policy-Revision
 - This policy hasn't been reviewed since 2014. Small edits have been made, including user needs and reconsideration of library materials. The PPP Committee will need to review the reconsideration policy section.
 - Motion to approve the policy with the removal of the Reconsideration of Library Material section (which will be formed into its own policy): Kellie; second Liz; all present approved.
- Accessibility Statement-1st Reading
 - Motion to accept first reading: Liz; second, Karen; all present approved.

10. Director's Report

- Friends annual meeting is on November 16th
- 10x10x100 was a great success—the canvases are sold out
- Adult literacy class started in September
- Upgrading the heating and cooling systems

11. Adjournment

- Liz made motion to close at 8:19 pm.; seconded by Carol; all present approved.

Respectfully submitted by Karen Chaplin, November 4, 2022.