

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, SEPTEMBER 13, 2022
Via In-Person and Zoom Videoconferencing**

1. Statement of Compliance with Open Public Meetings Act
 - Samina Ali (President) opened the meeting in compliance with the Open Public Meetings Act at 7:03 pm. In attendance were Hsihsi Chung (Library Director), Brian Hajjar (Vice President), Caitlin Mollison (Treasurer), Kellie Davideit (member), Karen Chaplin (Secretary), Liz Waldron (member) via Zoom, Carol Gaffney (Superintendent's representative), Linda Koskoski (Council Liaison) via Zoom, Spencer Dreher (member) via Zoom, and Sondra Flite (Friends). Suneet Bhatt also attended as a special guest.
2. Public Session
 - There were no members of the public in attendance.
3. Approval of the Agenda
 - Motion to approve the agenda: Caitlin; second: Brian; all present approved.
4. Approval of the Minutes
 - Motion to approve the agenda: Samina; second: Kellie; all present approved.
5. Financial Updates and Approval of Bills
 - Cost of utilities increased
 - Boiler is not energy efficient; waiting to replace
 - State aid and money from the Friends were used for literacy classes and subscription.
 - Met with Borough CFO to discuss earlier release of quarterly monies.
 - Motion to approve the bills for August and part of September: Kellie; second, Brian; all present approved.
6. Director's Report
 - Report covered two months
 - More than 80 programs in July/August
 - Elevator passed inspection
 - Creative Library Concepts did a walk-thru and gave good ideas
 - Will discuss further at the next Building and Grounds committee meeting after a proposal is sent in.
 - Library audit will begin in July
 - Spritzer event went very well
 - Staff: many comings and goings
 - Need to meet with Finance committee to discuss salary
7. Friends of the Metuchen Library
 - Cookbook swap September 24; table set up at the Farmer's Market
 - October 1 is the Book Fair
 - Annual meeting is November 16.
 - There is a 10x10x100 (canvas) art program ending in a gala event on December 9th where there will be a silent auction for the art created by the participants of the program.

- The Friends are losing a treasurer and are looking for someone to replace the position. (Update: Suling, who was the former treasurer, agreed to take over the position.)
- The Friends are working on digital marketing; a once-a-month newsletter again and also looking for a digital marketer to help with website. May need a sponsor to supplement fee.

8. Committee Reports:

- Building and Grounds
 - Did not meet
 - Will meet and discuss Eagle Scout project and flooding/renovation in the basement
- Finance
 - Did not meet
 - Had a sidebar meeting re: salary of full-time position.
 - Need to look at the budget re: salary
 - Need to look at hiring a handyperson
 - Need to discuss how to meet with Borough and deal with emergencies going forward
- Personnel, Policy, and Public Relations
 - Met and discussed senior library position versus assistant position
 - Need to discuss policies related to challenging materials
 - Need to discuss personnel manual updates

9. Old Business

- Hearing Induction Loop Installation
 - Installation was held up due to the grant distribution issue from the Borough. Now the grant money will be allocated to the Library.

10. New Business

- Library Positions
 - Board okay'd a principal library assistant position
- Resolution for Banking Services
 - Library has a new tax ID so grant money can go directly to Library
 - Motion to put forth the resolution, Samina; second, Caitlin; all present approved.
- 2023 Middlesex County Art Grant
 - Art grant will focus on music and music programs to tie in with cultural celebrations.
 - Board approves to apply for grant; Motion to apply for grant: Caitlin; second, Carol; all present approved.

11. Adjournment

- Samina made motion to close at 8:16 pm.; seconded by Brian; all present approved.