

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, APRIL 18, 2023**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali 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), Brian Hajjar (Vice President), Karen Alexander (member), Karen Chaplin (Secretary) Sue Cea (member, via Zoom), Spencer Dreher (member), Sondra Flite (Friends of the Library), and Charmane Montgomery (Superintendent Liaison, via Zoom). Not present Daniel Hirsch (Council Liaison) and Caitlin Mollison (Treasurer).

2. Public Session

- No one from the public session was present.

3. Approval of the Agenda

- Motion to approve the agenda, Samina; second, Karen Alexander; all present approved.

4. Approval of the Minutes

- Motion to approve the minutes, Brian; second Spencer; all present approved.

5. Financial Updates and Approval of Bills

- Received and approved LMxAC 2nd quarter cost of \$7117.30 and forward it to Borough for payment
- Joined NJLA enhanced institute membership for professional development; proposing moving some money from another budget line to add to professional development/NJLA/Conference expenditures (see New Business)
- \$3,000 of Art Grant received in April; music concert scheduled.
- Using Friends money for programming
- Motion to approve the vouchers as of April 18 and expenditures as of March 31, Samina; second, Brian; all present approved.

6. Friends of the Metuchen Library

- Standard membership renewals.
- Shift in income; gallery gala was strong income; Friends would like to have a few strong events with the public
- Short on book donations: looking for adult fiction and nonfiction
- Have been selling music (CDs)
- Garage sale has many sign ups; will know more information by next meeting

7. Committee Reports:

- Building and Grounds:
 - Met and talked with Linda Koskoski, who will be the project manager for the restroom renovation
 - Still need to find out the true cause of the flooding
 - Discussed needs for the restroom; will put together a wish list
 - Discussed the need for cameras and talked about quotes
 - Discussed the plumbing issues; the improper use of paper towels
- Finance:
 - Discussed security cameras; estimate was too high; getting additional quotes
 - Talked about fine-free concept; proposing to transition to fine-free week
 - Because we still use fines and fees, this year we will monitor that budget line and will get more information from other libraries and will revisit for next year.
- Personnel, Policy, and Public Relations:
 - Met and reviewed the annual report. This will be posted on the Library website.
 - NJLA Conference: Hsihsi will attend plus two other librarians for children's/YA. Library will cover the hotel cost, but will check with Board to make sure reimbursement works with budget.
 - Look at whole year to plan ahead for conferences/events for staff to attend per year based on role
 - Personnel probationary period process and documentation discussed.

8. Old Business

- Capital Improvement Projects
 - Elevator work will start the first week of May (postponed from April)
 - There is a Martin Spitzer event in June that may need to be moved offsite due to the elevator work
 - Hsihsi will discuss with Charmane if a new event space is needed.

9. New Business

- 2022 Annual Report
 - Rewarding year coming back from pandemic
 - Circulation is coming back 70%
 - Programming is strong
 - Strong ROI
 - Motion to approve annual report, Samina ; second, Brian; all present approved

- Proclamation of National Library Week
 - The proclamation will be brought to the Council meeting at 7:30 pm on April 24 to reiterate how important the library and its services are to the community
 - Thanking all the hard work from the Board, the Friends, and all the volunteers
 - Also opportunity to announce fine-free week

- Amnesty Week
 - This is fine-free week, announced by a flyer that will be posted in the library, via the newsletter, via email, and via the school

- NJLA Conference
 - Motion to pull \$1000 from State Aid budget line to add to Conferences Meeting budget line including paying for registration, work-related travel, luncheon for NJLA conference, Samina ; second, Karen Chaplin; all present approved

- Security Cameras
 - Received one quote but need to get another quote and more information, including additional cameras
 - On hold; will come back to the Board when we have more information
 - Hsihsi will reach out to other companies that other libraries use

10. Director's Report

- Would like to order new T-shirts for all staff in time for Memorial Day Parade with new logo and new design on back.
- Still working on logo and back design
- Garden Club redid the front of the Library
- Makers Day events—worked on the robot; was successful and crowded in the children's room; will bring back the robot in spring and summer
- Having a Hawaiian heritage celebration in Monday, May 8th
- Jazz series filled up quickly; very popular
- Julia Win artist—exhibit “reclaiming earth” in lobby

11. Adjournment

- Motion to adjourn the meeting at 8:26 pm, Samina; second, Karen Chaplin; all present approved.

Respectfully submitted by Karen Chaplin, May 4, 2023.