

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, DECEMBER 5, 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 (Interim Treasurer), Karen Chaplin (Secretary), Spencer Dreher (Vice President), Charmane Montgomery (Superintendent Liaison, via Zoom), Sue Cea (member), Karen Alexander (member), and Mary-Ellen Brown (Friends of the Library). Not present was Daniel Hirsch (Council Liaison).

2. Public Session

- No one from the public was present.

3. Approval of the Agenda

- Motion to approve the agenda, Karen A.; second, Charmane; all present approved.

4. Approval of the Minutes

- Motion to approve the minutes, Samina; second, Brian; Karen A. abstained. All present approved.

5. Financial Updates and Approval of Bills

- Used municipal funds, fines and fees, and funds from Friends. Moved money from building maintenance to library supplies (including chairs and possible digital signage and piano).
- Motion to approve the voucher list to pay the bills from November 15 through December 5, Samina; Brian, second; all present approved.

6. Friends of the Metuchen Library

- A \$22K gift was given to the Library in November
- 10x10x100 is next weekend
- The Better Book Sale is next weekend at St. Francis
- The Friends membership drive is coming up

7. Committee Reports

- Building and Grounds
 - The committee did not meet
 - The committee did meet with the Borough; and environmental assessment was done and it was determined that the covers on the pipes

are asbestos; some pipe covers need to be repaired in the boiler room; there is no threat to public or employees

- The borough will fund the repair. December 19-20 the boiler room will be closed.
- CFO of Borough is putting together a capital plan in the new year

- Finance

- Did not meet—See old business

- Personnel, Policy, and Public Relations

- Met and discussed small revisions to the personnel handbook and code of conduct—see New Business
- Met to discuss employee improvement plan

8. Old Business

- 2024-6 Resolution of Salary Ranges-Revision
 - Some salary ranges were accepted but some were not, including the new part time principal library assistant.
 - Certain ranges aren't able to be changed; our salaries for 2024 are still within range.
 - Motion to approved resolution of salary ranges revision: Samina; second, Brian; all present approved.
- Capital Improvements-Building Closing

9. New Business

- 2023 Remaining Funds & 2024 Library Budget
 - Transfer remaining funds (see financial updates)
 - Did not submit 2024 budget plans but have over a \$1 million budget; 80% of the budget is for salary and wages
 - Borough paid for LMxAC membership
- Meeting Room Furniture
 - Discuss the cost because it's a large purchase; received a quote of \$6K
 - Lounge chair for the children's room and additional chairs
 - Piano: the one that is in the library is not worthwhile to repair; looking into purchasing a new Baldwin piano; money would come from library supplies plus possibly the Friends and/or Fines & Fees
 - Will look into used pianos possibly and will continue discussion in January with Lynn from Friends.
 - Move \$4K from building and maintenance/utilities to library supplies
- Personnel Manual-Revision
 - Added two lines in code of conduct and personnel manual related to strong odors and unhygienic behaviors
 - Motion to approve: Samina; second, Sue.; all present approved.
 - Pending one sentence re: vaping in code of conduct

- Code of Conduct Policy-Revision
 - Motion to approve: Samina; second, Sue; all present approved.
- Farewell to Departing Library Board Trustees
 - Daniel will be departing as Borough Liaison
 - Caitlin will be departing as Treasurer

•

10. Director's Report

- Campbell Elementary School—300 library cards issued; looking to have students from Campbell do a library visit
- ESL classes are funded by the Friends and will start in January
- Jane Austen event will occur
- Celebration of Human Rights Day Sunday: December 10th
- Four different writing groups, including two kids' writing club; have a waiting list for both groups
- 10x10 event

11. Adjournment

- Motion to adjourn the meeting at 8:54 p.m., Samina; second, Brian; all present approved.

Respectfully submitted by Karen Chaplin, January 5, 2024.