

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, FEBRUARY 14, 2023**

**In Person and Via 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 7:01 pm. In attendance were Hsihsi Chung (Library Director), Brian Hajjar (Vice President), Karen Alexander (member), Karen Chaplin (Secretary), Caitlin Mollison (Treasurer), Sue Cea (member), Carol Gaffney (as member—her last day), Daniel Hirsch (Council Liaison), Sondra Flite (Friend of the Library), Linda George (via Zoom; Friend of the Library), and Spencer Dreher.

2. Public Session

- No one from the public was present.

3. Approval of the Agenda

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

4. Approval of the Minutes

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

4a. Taking a moment to thank Carol Gaffney for her service. This is her last day on the Board.

5. Financial Updates and Approval of Bills

- Motion to approve the bills for January through February 14, 2023: Brian; second Sue; all present approved.
- Municipal report—there is a surplus of leftover funds
- 2023 budget—increases in expenditures in two areas due to increased costs
- Used money from the Friends for Lunar New Year celebration

6. Friends of the Metuchen Library

- The Friends are getting committees and fundraisers together. Will put out a schedule soon.
- Justine has given space in the library newsletter for the Friends.
- Membership drive was launched in January.

7. Committee Reports:

- Building and Grounds:
  - Met and discussed most important issues around maintenance: the bathrooms; would like to get an engineer to assess the flooding.
  - Also reviewed proposal for cost from Gideons; possible that sewer line may need to be replaced

- Upstairs bathroom was green-lit to be repaired but need quotes
- Samina to schedule a follow-up discussion
- Also discussed the door and security cameras to be installed. May need to upgrade the current cameras as well as add a few cameras. Hsihsi is waiting for a quote in order to talk to the borough. Would also like to upgrade the locking systems of both doors, which is on the list of capital improvements.
- Finance:
  - Met and discussed giving higher hourly rate to an employee
  - Looked at the 2022 expenditures and discussed 2023 budget
  - Discussed communicating more effectively with the borough
  - Discussed getting a new door counter versus getting new cameras
- Personnel, Policy, and Public Relations:
  - Met and discussed the first reading of the homebound service policy.
  - Discussed the first reading of the seed library policy.
  - Discussed the Prorated Vacation being granted a few days early for a library staff member who was hired as the Principal Library Assistant position.
  - Discussed the personnel policy and how long a staff member needs to be on probation. Right now, it's 6 months before they start earning days, but talked about lowering that to 3 months. This will be further discussed at our next meeting.

#### 8. Old Business

- There was no old business to discuss.

#### 9. New Business

- 2022 Expenditures and 2023 Budget Allocations
  - Need to approve the 2023 budget to submit to CFO/state
  - Motion to approve the 2023 budget: Samina; second Brian; all present approved
- Seed Library Policy-1<sup>st</sup> Reading
  - Do not put live links in the document; remove inventory list; add line that references the inventory list can be found on the website.
  - Do not include the donation form in the policy
  - Motion to approve the first reading: Caitlin; second, Karen Alexander; all present approved
- Homebound Service Policy-1<sup>st</sup> Reading
  - Motion to approve the first reading: Brian; second, Caitlin; all present approved
- 2023 Middlesex County Art Grant Match
  - Applied to the grant and received \$4K, and are matching \$800

- Motion 20% of our grant (\$800) to use for art-related items: Samina; second, Brian; all present approved

#### 10. Director's Report

- Sewage issue was taken care of by DPW, but Library would like to get carpet cleaned
- Petty cash is now available to use for small purchases, like postage
- Ray Shirley hourly rate to be adjusted effective 2/13
- Two portable hearing loop kits were installed; still waiting for AV supplies to complete the loop project.
- Two big events coming up: a book tasting; first author signing with documentary film by author and film editor Anita Bakshi; ties in nicely with the seed library

#### 11. Adjournment

- Before we adjourned, Spencer brought up keeping the Zoom option for attending the meeting; Board agrees
- Charmane Montgomery is the new superintendent representative.
- Motion to adjourn at 8:14 pm, Samina; second: Spencer/Brian; all present approved

Respectfully submitted by Karen Chaplin, March 10, 2023.