

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, JANUARY 17, 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 7:34 pm. In attendance were Hsihsi Chung (Library Director), Brian Hajjar (Vice President), Karen Alexander (member), Karen Chaplin (Secretary) via Zoom, Caitlin Mollison (Treasurer), Sue Cea (member), Carol Gaffney (Superintendent's representative) via Zoom, Daniel Hirsch (Council Liaison), Sondra Flite (Friend of the Library), and Spencer Dreher (via Zoom).

2. Public Session

- No one from the public was present.

3. Approval of the Agenda

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

4. Approval of the Minutes

- Motion to approve the minutes, Samina; second Brian; all present approved.  
Abstaining from the vote: Karen Alexander, Daniel Hirsch, and Sue Cea.

5. Financial Updates and Approval of Bills

- The Library will not close the 2022 materials spending until February 2023.
- Motion to approve the bills for December 2022 and beginning of January 2023, Samina; second Karen Alexander; all present approved.

6. Friends of the Metuchen Library

- The Gallery Show was a success, and the Friends would like to plan for the event in 2023. It turned out to be a significant fundraiser.
- The Friends recently moved from Weebly to Square Space for their website.
- Sondra Flite is working to get a monthly newsletter out to members.
- Membership personalized letters will go out to members.
- Board positions have been filled.

7. Committee Reports:

- Building and Grounds:
  - Meeting with Melissa/Becky at Borough council meeting; Gulton funding likely 3-5 years away from being used by the Library

- At the meeting, a prioritized list was presented of what needs to be done (e.g., the basement is first priority re: the flooding issue; once that is fixed, focus will be on renovating the basement, mostly cosmetic)
  - Another meeting with the borough is expected at the end of January/beginning of February.
- Finance: did not meet
    - In 2023, the committee is going to focus on building projects and give guidance
    - Focus on staff salaries to bring up the salaries to be competitive with other towns and libraries of our size
    - Work better with the borough and CFO; will be having meeting to solve this issue this year.
  - Personnel, Policy, and Public Relations: did not meet
    - In the past, the PPP committee has tweaked the personnel manual and revised the Library's policy for challenged books
8. Old Business
- Capital Improvement-Elevator Repair
    - 4-6 weeks may not be able to use the elevator; meetings will be in hybrid mode so that everyone can attend
    - Building and Grounds Committee to discuss at their next meeting
  - Eagle Scout Project
    - Bench design proposal was reviewed.
9. New Business
- Metuchen Seed Library
    - Garden Club of Metuchen is collaborating with the Library to create the seed library
    - The seed library is modeled after other seed libraries (e.g., Red Bank, Chatham)
    - Free to the public
    - Promoting native plants and more diversity of plants
    - Justine in charge
    - Soft launch on January 19, 2023, with speakers from Rutgers
    - A Webpage will be created with access to online inventory
  - Petty Cash

- Usually reserved for small purchases
- Would like to restore petty cash for 2023

#### 10. Director's Report

- Received a \$5K donation from Lorraine Bachman, who passed away in 2020; we received the money in 2022.
- Installed a kiosk/computer that the deaf community can use to communicate via a sign language interpreter; all funded by the Federal Communication Commission;
- Hearing loop will be installed this month.
- Lunar New Year will be celebrated at the end of January
- Usage and visitors, not quite back to pre-pandemic numbers but getting better.

#### 11. Adjournment

Motion to adjourn at 8:25 pm, Brian; second

Respectfully submitted by Karen Chaplin, February 5, 2023.