

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, JULY 11, 2023**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:05 pm. In attendance were Hsihsi Chung (Library Director), Samina Ali (President), Brian Hajjar (Vice President), Karen Alexander (member), Spencer Dreher (member), Pam Brown (Friends of the Library representative), and Charmane Montgomery (Superintendent Liaison, via Zoom). Not present Daniel Hirsch (Council Liaison), Karen Chaplin (Secretary), Sue Cea (member), 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, Brian; second, Karen A.; all present approved.

4. Approval of the Minutes

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

5. Financial Updates and Approval of Bills

- Purchase order for July as well as the third quarter LMxAC membership
- Using Friends money and grant money, the Library was able to do a lot of summer programming
- Proposing moving some monies from Building and Maintenance budget line to Library Materials budget line
 - There will still be enough in the budget for general maintenance such as window and carpet cleanings
 - This will not affect the budget for the new building and grounds maintenance, but will reevaluate in October/November
- Proposing moving some monies from Professional Services budget line to Library Supplies budget line
- Motion to approve the bills, Samina; second Brian; all present approved.
- Motion to move monies from Professional Services to Library Supplies and Building and Maintenance to Library Materials, Samina; second Brian; all present approved

6. Friends of the Metuchen Library

- Fundraising event celebrating women in literature at the Hailey's Parlor
- A kid's art event—10x10; canvasses are on sale currently
- October book sale—rain or shine

7. Committee Reports

- Building and Grounds
 - Restroom renovation brief discussion
 - The elevator renovation is complete. Discussion of yearly maintenance cost. Hsihsi will find out more information for difference maintenance scenarios (cost, how many times a year, etc.). There is only a year-long warranty.
 - Security issues—talked with fire chief, police chief, and borough hall. Police chief was going to find out more information about lock-downs, etc. Hsihsi will follow up.
 - Obtaining rain barrels possibility.
- Finance
 - Discussed coming retirement costs, including healthcare and who would pay for that (Library versus Borough)
 - Staffing and pay levels
 - More discussions to be had.
- Personnel, Policy, and Public Relations
 - Committee didn't meet; will meet on Monday, 8/28

8. Old Business—Discussed above

- Elevator Modernization Project
- Restroom Project
- Library Security Walkthrough

9. New Business

- Code of Conduct Policy-Revision
 - Revision due to patron being banned.
 - Addressed “giving a warning” in the revision.
 - Will discuss further at the PPPP committee re: banning to explore more clarification
- Pre-approval voucher list for August
 - Motion to pre-approve voucher list for end of July into August, Samina; second, Karen A.; all present approved
- 2024 Art Grant-Declaration of Intent
 - Going to apply for the art grant
 - Asking for 15% match
 - Motion for Library to 2024 art grant, Samina; second, Brian; all present approved

10. Director's Report

- Received a donation from former library director for the memorial contribution to John McBride; will use this funding to pay for two movie series with refreshments
- Added two Museum passes; waiting for physical passes before adding online
- One of the library staff members left in June; another staff member was hired.
- Another staff member is moving out of state. Library will not be filling that position. Other staff hours will be rescheduled to make up those staff member's hours.
- Library very busy in general.
 - 166 children signed up for summer reading.
 - More children's programming scheduled
 - Another piano event scheduled in July
 - Documentary film screening and discussion scheduled; Friends funding was used.
 - Library will participate in National Night Out
 - Gallery had an successful event, with 50 people attending

11. Adjournment

- Motion to adjourn the meeting at 8:12 pm, Samina; second, Karen A.; all present approved.

Respectfully submitted by Karen Chaplin, August 27, 2023.