

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, JUNE 13, 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 via Zoom), Karen Chaplin (Secretary) Sue Cea (member), Spencer Dreher (member), and Charmane Montgomery (Superintendent Liaison, via Zoom). Not present Daniel Hirsch (Council Liaison), Friends of the Library representative, 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, Spencer; all present approved.

4. Approval of the Minutes

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

5. Financial Updates and Approval of Bills

- Pre-approval voucher list from May with additional amount, mostly library materials
- Municipal Budget report: surplus from building maintenance; Hsihsi will request to move funds into library materials budget line
- Received second quarter municipal funds; requested left-over funding from 2022 from Borough
- Used art grant and money from the Friends as well as the Betty Upton fund
- Motion to approve the vouchers as of May 18 through June 13, Samina; second, Brian; all present approved.

6. Friends of the Metuchen Library

- No one present from the Friends.
- Per Sue Cea: fundraising was done at the Fun House event in the Borough
- Per Hsihsi, Friends are doing the 10x10 art event for children

7. Committee Reports

- Building and Grounds
  - See old business
- Finance

- The Finance committee did not meet
- Personnel, Policy, and Public Relations
  - Committee didn't meet; discussed patron issue letter via email

#### 8. Old Business

- Restroom Project Proposal
  - Budget will be released approx. September; will put out call for bids; focus on bathrooms upstairs and adding new toilets to the men's room
- Library Security Walkthrough
  - Walked through with Sgt Keane from Metuchen Police
  - Notes provided by Sue with the issues, including panic button assessment and fixing the doors

#### 9. New Business

- 2023-2024 Interlocal Service Agreement with BOE
  - Cost to share the database with Library, Edgar Middle School, and Metuchen High School
  - Library will pay up front in September; Board of Education will be invoiced
  - Motion to approve the interlocal services agreement, Samina; second, Brian; all present approved.
- Patron Issues
  - Patron from South Plainfield was ripping pages out of cookbooks from Metuchen, South Plainfield, and other libraries.
  - Letter of revocation of all library privileges was issued, and patron was banned from Metuchen Library.
  - Board recommends police report should be filed to have on record the situation in case it escalates
  - June event "How to Talk to your Kids about Racism"---patron was disruptive with the presenters

#### 10. Director's Report

- Elevator repair is finished and elevator is now working
- Worked to get sprinkler system and waterwork company to extend system in the future
- Summer reading "All Together Now" theme; signup begins June 21st
- Friends family fun raised \$1200 and Friends matched \$300
- Spanish book club had its 7<sup>th</sup> anniversary; presented a plaque to the library
- 314 packets taken from seed library; Garden Club donated \$200 to start the project; library received donated seed packets and added them to the seed library

- Thursday June 15, program: hearing loop introduction demonstration with a speaker in the evening who will use the loop to present
- Aim to get feedback from patrons who attend events—via website as well as print forms; will discuss further at a future PPPP meeting
- Part time staff submit resignation; job posted

#### 11. Adjournment

- Motion to adjourn the meeting at 8:14 pm, Samina; second, Brian; all present approved.

Respectfully submitted by Karen Chaplin, July 5, 2023.