

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

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:03 pm. In attendance were Hsihsi Chung (Library Director), Samina Ali (President), Brian Hajjar (Vice President), Karen Alexander (member), Karen Chaplin (Secretary) Caitlin Mollison (Treasurer), Sue Cea (member), Daniel Hirsch (Council Liaison, via Zoom), Spencer Dreher (member), Linda George (President of the Friends of the Library, via Zoom), and Charmane Montgomery (superintendent liaison).

2. Public Session

- No one from the public session was present.

3. Approval of the Agenda

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

4. Approval of the Minutes

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

5. Financial Updates and Approval of Bills

- Motion to approve the vouchers and the municipal budget as of March 14, 2023, Karen Alexander; second, Brian; all present approved.
- The AV loop has been fully installed.
- Received the first quarter budget from the borough in early March.
- Used much of the 2022 Friends Gift for Library programming.

6. Friends of the Metuchen Library

- Working on “regular items” re: fundraisers for the year.
- Working with the MDA to get a grant from T-Mobile to work on the pocket park, which will take over the old Metuchen Saving Bank. A covered area with seating and a stage, able to be used for library events.
- Sponsor for the Town-Wide Garage Sale (April 22, 2023)
- Friends want to help celebrate National Library Week; Friends Family Fund will be the funding source.

7. Committee Reports:

- Building and Grounds:

- Another flood in the downstairs area due to rains; DPW may know what causes it—a drainage issue
- Borough agreed to give the Library \$120K to renovate the bathrooms, including the basement employee bathroom
- Security Camera—waiting for price quotes for security cameras with counters as well as additional security cameras
- Finance:
 - Did not meet.
- Personnel, Policy, and Public Relations:
 - Met and discussed additional changes to both the Seed Library Policy and the Homebound Service Policy.
 - Those will be presented at this meeting for second reading.
 - We also discussed the Fines Forgiveness month, and fines forgiveness in general. We felt this was first a question for the Finance committee, and if approved there, could come back to our committee so that we could put together a policy for it.
 - Charmane will join the committee

8. Old Business

- Seed Library Policy-2nd Reading
 - No comments.
 - Motion to approve, Brian; second, Karen Alexander; all present approved.
- Homebound Service Policy-2nd Reading
 - No comments.
 - Motion to approve, Caitlin; second Samina; all present approved.
- Capital Improvement Projects
 - Get more information re: the remediation for the flooding

9. New Business

- NJ State Library Annual Survey
 - New numbers were received; Samina to sign
 - Motion to approve, Samina; second, Sue; all present approved.
- Fines Forgiveness Month
 - April 23-29: forgiving fines for whole month; but decided to do a week
 - Motion to approve, Samina; second, Caitlin; all present approved.

10. Director's Report

- Hsihsi will keep following up re: capital improvements
- Elevator maintenance, April 17; will get publicity out about elevator closing from 7am – 3pm daily until elevator fixed—4-6 weeks

- AV loop installed but still some issues with sound. Will get this resolved.
- Library newsletter through patron point went out to 4200 library card holders; preferences can be chosen but until then, the newsletter will blast out every other week.
- A person who was hired by the Borough comes to the Library 2-3 times per week to handle the recycling and other small cleaning tasks
- Makers Day—staff is preparing for this; robots will be demonstrated; kids can take turns to control the robot March 26; other events to take place during that week as well
- Gift baskets will be made for raffle during National Library Week
- Art Grant received from Art Institute of Middlesex County. Working with the arts council in Metuchen; Jazz concert was big success; sold out tickets; crowd control was an issue

11. Adjournment

- Before adjourning, we did introductions for Charmane as new member of Board.
- Garden Club short update via Samina; improvements are going to keep happening around the library; funded by the garden club
- Hsihsi going away for a few weeks; backup will be Justine Johnson; Samina will be main contact, with Brian as backup.
- Motion to adjourn the meeting at 8:17, Samina; second, Sue; all present approved.

Respectfully submitted by Karen Chaplin, April 14, 2023.