

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, MAY 9, 2023**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:02 pm. In attendance were Hsihsi Chung (Library Director), Samina Ali (President), Brian Hajjar (Vice President), Karen Alexander (member), Karen Chaplin (Secretary) Sue Cea (member), Spencer Dreher (member), Caitlin Mollison (Treasurer), Daniel Hirsch (Council Liaison), and Charmane Montgomery (Superintendent Liaison, via Zoom). No one from the Friends was present.

2. Public Session

- No one from the public was present.

3. Approval of the Agenda

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

4. Approval of the Minutes

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

5. Financial Updates and Approval of Bills

- A few invoices still need to be processed.
- Second quarter municipal funding from Borough has not arrived yet; expecting it in the next week or two
- Motion to approve the vouchers as of April through May 9, 2023, and pre-approval for vouchers yet to be paid: Samina; second, Brian; all present approved.

6. Friends of the Metuchen Library

- No one from the Friends is present.
- Per Hsihsi, for National Library Week, the Friends are doing some fundraising. As of May 1, they have raised more than \$1,100.

7. Committee Reports:

- Building and Grounds
 - See updates in New Business.
 - Meeting with Gideon and Linda Koskoski re: the restroom project; see New Business
- Finance
 - Did not meet.
- Personnel, Policy, and Public Relations
 - Discussed logo over email; see New Business.

8. Old Business

- Capital Improvement Projects: see New Business.

9. New Business

- New Library Logos
 - Logo is based on the front door of the library
 - Brian Hajjar has also designed logo options
 - Chose #2 logo for front of shirt and B for the back of the shirt
 - Logo will be included on the banner used for the Memorial Day Parade.
- Restroom Project Proposal
 - Meeting with Gideon to do the upstairs bathrooms
 - Linda Koskoski to coordinate the RFP process
 - Will be looking at basement toilets and sewer issues as well as updates that meet modern code and ADA compliance
 - Upgrade the electric and plumbing
 - Looking to add an all-gender bathroom if possible
 - Add more facilities to the men's bathroom
 - Employee restroom in the basement needs work as well; will be making this a gender-neutral bathroom; bathroom would be upgraded.
 - Environmental testing before work begins, and remediation would need to be done if issues are found.
 - Next steps: vote on at the Board; then Linda would start the bid process.
 - Motion to approve the Library modernization project proposal for the restrooms pending stylistic choices and ADA compliance: Samina; second Karen Alexander; all present approved.

- Security Cameras Project
 - Received second quote; large difference from the first quote (e.g., type of cameras used would be different; pricing is drastic difference)
 - Staff has consulted with the police department about building inspection re: security
 - Tabling the security camera proposals for a larger conversation about security
 - Taking it offline with the Building and Grounds committee and the Police Department
 - Dan Hirsch will check in with the Borough
- Memorial Day Parade
 - Monday, May 29th
 - Encouraging staff and Board members to join in walking the parade
- Pre-approval Part 2-May vouchers
 - See motion approved in section 5

10. Director's Report

- Elevator modernization project started May 9th.
- Lots of programs happening
- April 24th proclamation at Borough Hall. The proclamation displayed on the library bulletin board
- Piano concert with 80 people attending; cornerstone jazz will happen in June
- New gallery show from Senior center; reception on May 21
- Special program on how to talk to kids about antiracism; June 1.
- Discussed using a survey after programming events to gain feedback from participants
- Garden club along with the Boy Scout Troop 17 has redone the landscaping on the library place side and the Route 27 side.
 - Samina mentioned that the friends provided \$1500; the girl scouts donated approx. \$100.

11. Adjournment

- Motion to adjourn the meeting at 8:28 pm, Samina; second, Caitlin; all present approved.

Respectfully submitted by Karen Chaplin, June 8, 2023.