

**METUCHEN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
7 PM, TUESDAY, NOVEMBER 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 7:14 pm. In attendance were Hsihsi Chung (Library Director), Samina Ali (President), Brian Hajjar (Interim Treasurer), Karen Chaplin (Secretary), Spencer Dreher (Vice President, via Zoom), Charmane Montgomery (Superintendent Liaison, via Zoom), and Sue Cea (member; joined late). Not present were Karen Alexander (member), Daniel Hirsch (Council Liaison), and Friends of the Library.

2. Public Session

- No one from the public session was present.

3. Approval of the Agenda

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

4. Approval of the Minutes

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

5. Financial Updates and Approval of Bills

- As of Oct 31, the library has used up 83% of personnel budget; Hsihsi has asked the borough to move \$15K from personnel line to operations.
- Motion to update the amount to \$15K (from \$10K) to move from salary and wages into the operations budget; Samina; second Charmane; all present approved.
- The fourth quarter monies are due to the library in November.
- Balance sheet will show the library has enough money for any capital improvements needed.
- Motion to approve the voucher list to pay the bills from October to November 14, Samina; Brian, second; all present approved.

6. Friends of the Metuchen Library

- No one from the Friends was present.

7. Committee Reports

- Building and Grounds:
 - Met and discussed the basement. The environmental review was done of just the boiler room, not the whole basement. Will meet on December 1 to walk through and discuss the basement and what kind of renovation

can be done. The focus may only be the boiler room. Hsihsi will be making a list of what can be done “diy”

- Digital signage for the front of the library was discussed; Hsihsi to get a quote.

- Finance:
 - Met; see new business
- Personnel, Policy, and Public Relations
 - Met three times and discussed salaries for different positions, the holiday and closing schedule calendar for end of year 2023 and full-year 2024, and a Bulletin Board and Literature Distribution Policy Revision
 - See below for New Business

8. Old Business

- Contractor from the borough coming to look at the library restroom to improve the drainage and review the pipes.

9. New Business

- 2023 Holiday and Closing Schedule-Revision
 - Do not want to close on January 2, and will keep library open on December 29
 - Will add a floating holiday for 2023.
 - Motion to approve: Karen C.; second, Charmane; all present approved.
- Proposed 2024 Holiday and Closing Schedule
 - Removing January 2 as an observed holiday.
 - One floating holiday added for Good Friday.
 - Motion to approve: Brian; second, Samina; all present approved.
- Proposed 2024 Board Meeting Dates Schedule
 - Keeping January 9th not January 16th and November 12th rather than November 14th.
 - Motion to approve proposed 2024 Board meeting dates: Samina; second, Karen C.; all present approved.
- Proposed 2024 Salary and Wages
 - NJLA had 4% increase to wages.
 - Hsihsi would like to upgrade some salary ranges, including library assistant hourly rate, 3.5%.
 - Proposal 3.5% increase; Page brought up to \$15.50. Upgrade some staff to meet the hourly rate for 2022-2023 NJLA wages
 - Motion to approve: Brian; second, Sue; all present approved.
- Proposed 2024-6 Resolution of Salary Ranges
 - Motion to approve: Brian; second, Sue; all present approved.
- Proposed 2024-7 Resolution of Salary Increases
 - Motion to approve: Brian; second, Sue; all present approved.
- Personnel Manual—Holiday Revision
 - Motion to approve: Samina; second, Karen C.; all present approved.

- Bulletin Board and Literature Distribution Policy Revision
 - Deleting the Chamber of Commerce mention, since it no longer exists
 - Motion to approve: Samina; second, Sue; all present approved.

10. Director's Report

- Partnered with Metuchen Schools for library card drive; almost 300 kids from Campbell Elementary School alone participated.
- Elevator is still having issues; door is not closing properly; electrical board replaced but still having issues; technician fixed but still need parts to finish
 - Asking DPW for maintenance cost for next year; Hsihsi to reach out to previous elevator company and other elevator companies for maintenance costs.
- Thursday, November 16th is Friends of the Library annual meeting at 7:00 pm.
- 10x10 gala is December 8 from 6-8:30
- Hsihsi reached out to Rutgers School of Social Work for an intern to come to help out at the library for anyone who has special needs.
- Winter concert on Dec 2 will be funded by the friends
- Children's (young adult) department wants to do a Jane Austin 247th birthday party December 14
- Art grant for 2024 was applied for. Won't find out until January. Will be used for 6-concert series

11. Adjournment

- Motion to adjourn the meeting at 8:19 pm, Samina; second, Brian; all present approved.

Respectfully submitted by Karen Chaplin, December 1, 2023.