

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, OCTOBER 10, 2023**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:06 pm. In attendance were Hsihsi Chung (Library Director, via Zoom), Samina Ali (President), Brian Hajjar (Interim Treasurer), Karen Chaplin (Secretary, via Zoom), Spencer Dreher (Vice President, via Zoom), and Charmane Montgomery (Superintendent Liaison, via Zoom). Not present were Karen Alexander (member), Sue Cea (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, Samina; 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

- Used money from state aid plus municipal funding and money from the Friends.
- The Library replaced the 3D printer in the Maker Space, which was about 10 years old.
- Paid 4<sup>th</sup> quarter LMxAC.
- Received 3<sup>rd</sup> quarter check from the Borough; 4<sup>th</sup> quarter check due in November
- Motion to approve the payment of bills from September through October 6<sup>th</sup> expenditures as well as the LMxAC voucher, Samina; second, Charmane; all present approved.
- Would like to move \$10K from Salary and Wages budget line to the Operations budget line. Hsihsi contacted the Borough for approval and is now waiting for confirmation.
  - Motion to approve the Library moving over \$10K from salary and wages to Operations, Samina; Brian, second; all present approved.
- Hsihsi is working on the financial plan for 2024 and will present that to Finance Committee soon

6. Friends of the Metuchen Library

- No one from the Friends was present.

7. Committee Reports

- Building and Grounds
  - Committee did not meet formally
  - Hsihsi reached out to request the environment review be done by the Borough; meeting was established with Linda Koskoski and DPW; the Borough will call on a state-certified company that will look at the basement and give a proposal to the Borough on what needs to be done (e.g., risk assessment and remediation)
  - Committee would like to know what is needed to do a renovation—this is the first step.
  - After proposal is received from Borough, Committee would then need to present a plan of the design (which is just cosmetic)
  - Linda is the contact for getting the report
  
- Finance
  - Committee did not meet; will meet in the next few weeks
  - Issue re: a salary, but discussion is put off until end of the month.
    - Hsihsi will submit a proposal to the Committee/Board so that the salary can be reviewed and approved in November.
    - Then proposal would be submitted to the Borough.
  - Also need to discuss with Borough the elevator maintenance fee going forward; will discuss with DPW and Borough CFO
  
- Personnel, Policy, and Public Relations
  - Met and discussed proposed job description for the Librarian (Circulation Services) so that the position can be approved and be ready next year
  - Met and also discussed an update for the Fines and Fees Policy
  - See below for New Business

## 8. Old Business

- No old business to discuss
- Note: a patron moved a newspaper bundle, which was disposed of by the cleaning people mistakenly; this was all seen on the security cameras
- Note: a patron was acting suspiciously and could be taking books; there are no cameras to help find out what is going on.
- Hsihsi is asking the board to reconsider
  - adding security cameras inside to other areas
  - the door counter is also not working well and not being accurate
  - will bring to Building and Grounds committee to reconsider and discuss further

## 9. New Business

- Fines and Fees Policy-Revision
  - Update to edit out a small fine.
  - Motion to approve edit, Brian; Spencer, second; all present approved
- Job Description-Librarian (Circulation Services)-1<sup>st</sup> Reading

- Will edit a bit more
- Last updated in 2015
- Motion to approve the first reading of job description with additional edits to make in first paragraph, Samina; Brian second; all present approved
- Finance Review
  - Nothing to show; move this to next Board meeting

#### 10. Director's Report

- Elevator had door issues; Schindler fixed.
- DPW fixed a few issues, including a ceiling tile with water leakage
  - With further review, the roof has some issues that need to be fixed
  - Window cleaning has been rescheduled due to weather
- Library website is completed.
- Linda Kaufman made a donation of a bronze statue by well-known Native American artist, Glenna Goodcare.
- Library assistants did outreach at the Farmers Market.
- NJ.com is now available online and is free to access.
- Library teaming up with the Metuchen school district to help kids register and receive library cards
- Health fair will be held
- Banned Book week—display was designed for this.
- Cornerstone Jazz Concert—last concert on Sunday, October 22.
- December 8<sup>th</sup> will be the adult 10x10x100.
- November 16<sup>th</sup> is the annual Friends meeting to present the annual gift for the library

#### 11. Adjournment

- Two cards—one for Caitlin and one for Sue
- Motion to adjourn the meeting at 8:12 pm, Brian; second, Charmane; all present approved.

Respectfully submitted by Karen Chaplin, November 8, 2023.