

**METUCHEN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
7 PM, TUESDAY, SEPTEMBER 12, 2023**

1. Statement of Compliance with Open Public Meetings Act

Samina Ali opened the meeting in compliance with the Open Public Meetings Act at 7:01 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), Daniel Hirsch (Council Liaison, via Zoom), and Charmane Montgomery (Superintendent Liaison, via Zoom). Not present Caitlin Mollison (Treasurer) and Friends of the Library.

2. Public Session

- No one from the public session was present.

3. Approval of the Agenda

- Adding two points to the agenda: Trustee Update and Kellie's Card
- Motion to approve the agenda, Brian; second, Samina; all present approved.

4. Approval of the Minutes

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

5. Financial Updates and Approval of Bills

- August preapproval vouchers—all payments made
- September: a large voucher due to robust programming and subscription renewals
- Motion to pay bills from August until September 12, Samina; second, Charmane; all present approved.

6. Friends of the Metuchen Library

- Per Sue, the annual book sale will be on 10/7.

7. Committee Reports

- Building and Grounds
  - Getting new locks, as the ones in place are currently broken.
  - Looking to get a new book drop.
  - Will come up with an agenda to discuss with the Borough.
- Finance
  - Did not meet.

- Hsihsi talked with the Borough, and the Borough will not cover retirement expenses.

- Personnel, Policy, and Public Relations
  - Met and discussed retirement policy and 2013 Resolution
  - Discussed Code of Conduct

## 8. Old Business

- Restroom Project
  - No updates; the grant money isn't in and there is no plan yet.
- Library Security
  - Burglar Alarm System
    - Quote due from contractor for the Borough
    - Borough may have a larger plan and we may link to that plan
    - This is still in progress; more to come.
  - Door Locks
    - Received a quote from DPW-recommended vendor for 6 doors, but still looking for another quote

## 9. New Business

- Code of Conduct Policy-Revision
  - Motion to approve revisions to the code of conduct policy with discussed changes, Samina; second, Brian; all present approved.
- Personnel Manual-Revision
  - Motion to approve revisions to the personnel manual re: EIB balance and jury duty with discussed changes, Spencer; second, Sue; all present approved.
- Outdoor Library Return
  - Outside drop box; discuss with DPW and landscape architect to set it up so that a patron can drop off books without getting out of their car
  - This will be tabled right now due to unfeasible locations.
- New Library Website
  - Almost finished; tweaks still being made for final site

## 10. Trustee Updates

- Caitlin has officially left the board; the Board thanks Caitlin for all her service over the years.
- Borough will look for a replacement for the Board

- Treasurer position will need to be filled in order to sign checks, lead the finance committee
- Brian to be Treasurer; Spencer will now be Vice President
  - Motion to nominate Brian as treasurer, Samina; second, Karen A.; all present approved.
  - Motion to nominate Spencer as VP to replace Brian, Samina; second, Brian; all present approved.

#### 11. Kellie Davideit's Card

- Family member passed away; condolence card circulated

#### 12. Director's Report

- Summer reading program—staff worked very hard on the programming; many people signed up; end of summer reading party had over 80 people attending
- Kids 10x10 had a strong turnout—25 families signed up and over 70 people attended
- American Girl author and tea party will be on September 22—author invited by the MDA and will meet at the library
- Gallery opening—strong turnout
- Community outreach throughout September at the Farmer's Market; a dozen people signed up for library cards
- Seed library—almost 1400 packets of seeds taken
- Museum passes exceeded 30
- Declaration of Intent for art grant

#### 13. Adjournment

- Motion to adjourn the meeting at 8:41 pm, Brian; second, Karen C.; all present approved.

Respectfully submitted by Karen Chaplin, October 6, 2023.