

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 10, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, April 10, 2017. James Benson, Board President, called the meeting to order at 7:04 p.m.

Announcement of Compliance with Open Public Meeting Law

The President read the announcement of the meeting in compliance with the Open Public Meeting Law. (N.J.S.A. 10:4-6) stating that notice of the meeting has been published in the Courier-News and the Home News and has been posted on the Library public bulletin board.

Roll Call of Members:

X – Represents member present at meeting

- X James Benson, President
- X Beverly Weber, Vice President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- Dan Gilroy, Member At Large
- X Mary Lou Johnson, Member At Large
- X Cathy Ferris, Member At Large
- X Barbara Ferris, Representative of the Superintendent of Schools
- Emily DeScenza, Representative of the Mayor

Presentation by Chrissy George, Children's Librarian

Chrissy George outlined some of her plans for children's summer programs. In the past, Chrissy had children keep a log of all their summer reading. Contests were coordinated with the different schools in the Borough. This worked well until last summer when the schools implemented online book logs. Students now had 3 book logs to complete. The book logs at the schools counted for grades, so the library logs suffered.

This year, Chrissy created a Book Game Board with the theme, "Build a Better World." Students are asked to complete 25 squares: some are about reading and some about community service. For each square completed they get a stamp and a raffle ticket. Prizes are drawn at the end of July and August and medals are awarded to the top students.

She is also expanding and formalizing the volunteer program with the hope of getting more young adults involved. Chrissy will conduct an orientation where expectations for the program will be outlined. Students must fill out the application themselves (not the parents). This should help the students with college applications and give more credibility to the program.

There will be no horse program this summer. Programs such as “Edible Architecture”, “Maker Space”, “Girls that Code”, “Art in Words”, and “The Butterfly Garden” will be added.

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on March 13, 2017 was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

Reports of Officers

President Benson thanked Beverly Weber for chairing the meetings in his absence.

Financial Report/Payment of Bills

Bills that arose since the last board meeting and current payments for this month and last were reviewed and approved.

There were no unusual expenses for the month. Director Ho pointed out a payment to Ronson Electric, but said LED lights had not yet been installed.

A motion for a resolution to pay the bills was made by Melissa Fedosh and seconded by Susen Edwards. All were in favor. The following resolution was passed:

“WHEREAS THE ATTACHED BILLS AND CLAIMS AGAINST THE Free Public Library of the Borough of Middlesex have been examined and audited by the Treasurer of the Library, NOW THEREFORE BE IT RESOLVED by the Free Public Library of the Borough of Middlesex and the Trustees thereof that the attached bills and claims are hereby approved for payment.”

Because it is early in the year, no Financial Report was presented to the Board.

Circulation Report

Director Ho gave the circulation report. See the Circulation Report for details.

The Library saw a significant increase in circulation from February to March. In addition to heavier book and DVD circulation, Hoopla usage has been strong. Many patrons are reading magazines online as well. Director Ho pointed out once again the need to reallocate money for digital material. Computer usage and fines were up from February to March.

Director’s Report

Director Ho presented her monthly report for April on the operation of the Library. See Director's Report for details.

Director Ho reported that in addition to the leak in the children's room there was a leak in the storage room. A problem with the HVAC system still exists. She has contacted DPW with a reminder of the request for work to be done at the Library.

A raise in the New Jersey minimum wage to \$8.44 per hour means that an adjustment needs to be made in salaries for pages. The amount is minimal and will be retroactive to January 1, 2017 when the wage increase went into effect.

The Library will receive the required minimum budgetary amount from the Borough for the year. This leaves a \$66,512 shortage which will be offset with a carry over of \$55,251.55 from 2016 and \$11,260.45 from our savings account. The Borough is paying for the maintenance contracts for the Library, but there are still a number of repairs that need to be done. A new line item on our budget needs to be created for these repairs.

The Middlesex Heritage Quilters donated \$1,250.00 to the Library from their recent quilt raffle. Mary Lou Johnson asked Director Ho to come in and speak to the Quilters about the specific distribution of the funds.

It is hoped that Rosalyn Strauss will return to work in two weeks.

LMxAC moved to a new location on April 1. By April 2 everything was back online. There was very little disruption to service.

Director Ho stressed once again the need to allocate more money towards digital material in the second half of the year.

Committee Reports

A thank you note from Rosalyn Strauss was read by Beverly Weber, thanking the Sunshine Committee for the get-well basket and for the visit from Beverly Weber, and Pat Rodgers.

Friends of the Library Report

The final Friends program for the spring will be held on April 19. Following that will be the Annual Used Book Sale and third annual Tricky Tray. Friends President, Susen Edwards handed out a list of 64 individual prizes the Friends have collected for the Tricky Tray. She explained that many of the prizes will be combined into baskets when the Friends meet to put the prizes together on April 26.

Last year the Friends didn't get as many books as in past years. This follows the trend in digital reading. The quality and selection of books was not as good as it once had been.

Susen handed out flyers for both events to Board members who volunteered to hang them at different locations.

The Friends had a workshop in February on memoir writing. After the program, a number of people asked if the Friends could start a Memoir Writing Group. The group has 8 members and has met twice. Meetings are scheduled once a month and have been very enjoyable.

Unfinished Business

There was much discussion and many different opinions from the staff on what should be included on the Welcome Message/Code of Conduct display sign. For now the sign will include only the standard wording required by state law. Director Ho will have the sign made.

New Business

Melissa Fedosh shared that award-winning author Grace Lin donated one of her children's books to the Library.

Public Discussion

There was no public discussion.

Closed Session

There was no closed session.

Adjournment

The meeting was adjourned at 8:35 pm on a motion made by Cathy Ferris and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 8, 2017, at 7:00 pm in the Community Room.

Respectfully submitted,

Susen Edwards
Secretary
April 12, 2017

NOTE: These minutes will be available to the public for inspection and/or copying once they are approved at a subsequent Board meeting.