

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 9, 2018

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, April 9, 2018. Jim Benson, Board President, called the meeting to order at 7:02 PM.

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. 100:4-6), stating that notice of the meeting has been published in the Home News and the Star Ledger 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 Dan Gilroy, Vice-President
- X Melissa Fedosh, Treasurer
Susen Edwards, Secretary
- X Mary Lou Johnson, Member at Large
- X Cathy Ferris, Member at Large
- X Barbara Ferris, Representative of the Superintendent of Schools
- X Emily DeScenza, Representative of the Mayor
- X Beverly Weber, Member at Large

Approval of Minutes of Prior Meeting

A motion to approve the minutes of the previous Board meeting held on March 12, 2018, was made by Emily DeScenza and seconded by Beverly Weber. All were in favor.

A motion to approve the minutes of the Executive Session of the March 12, 2018 meeting was made by Cathy Ferris and seconded by Barbara Ferris. All were in favor.

Financial Report/Payment of Bills

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

A motion for a resolution to pay the bills was made by Melissa Fedosh and seconded by Cathy Ferris. 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.”

The current budget update was reviewed and the overall budget is in good shape. Once again there were some questions about the format of the report. Vice President Gilroy said that he will take a look at it and see if some improvements can be made.

Circulation Report

The circulation report was presented and showed some improvement in circulation. Overall circulation for both Adult and Juvenile items increased. In addition, there has been significant increase in the use of Hoopla, Zinio and OverDrive. These have become extremely popular with our patrons. There are some issues arising about the daily limit for Hoopla for the library and these are being discussed. The use of both Zinio and OverDrive saves money for the library.

The recent problems with interlibrary loans are being worked out and it looks like the former company that provided this service may be getting the contract back.

Director's Report

Acting Director George presented the monthly report on the operation of the Library. See the Director's Report for details.

1. The fire suppression system has been updated with new equipment. Mr. Benson reported that he has spoken to Director Ho earlier in the day and she had some suggestions of what should be done before the bill is paid. Mr. Benson will meet with Ms. George to review this matter.
2. The Borough insurance company provided a response regarding insurance coverage and liability by outside groups using the library Community Room or other library facilities. After some discussion there were still some questions so Mr. Benson will see if he can contact the insurance company directly to get clarification.
3. The 2018 Financial Disclosure Statements are due to be filed by April 30th. Board members needing assistance can see Ms. George.
4. We have been approved for the PSE&G energy grant. Mr. Benson and Ms. George met with the PSE&G rep earlier in the day. Everything is moving forward. The energy audit is scheduled for Friday, April 20th at 10am.

Committee Reports

- Beverly Weber reported that she sent a “get well” basket to Director Ho. Members and staff have also been sending her cards and good wishes.
- Beverly also reported that board member Susen Edwards is not feeling well and she will follow up on this.

Friends of the Library Report

Beverly Weber reported on the following Friends activities:

- The program about Jackie Kennedy Onassis will take place on April 22. This is being funded through a grant by the Horizon Speaker Bureau.
- The program about Organizing Clutter had been postponed due to bad weather and will be presented on May 16.
- The Tricky Tray and Jewelry & Handbag sale will take place May 11 & May 12. There will be a preview on May 11th with jewelry on sale from 4-7pm. The Tricky Tray will take place on May 12 with the jewelry and handbag sale continuing.

Unfinished Business

The issue regarding coverage by the insurance company was discussed in the Director's Report. The issue regarding establishing accounts with Amazon and Staples was resolved to the satisfaction of the board.

New Business

The sewer line issue was discussed in the Director's Report. The issue is not totally resolved. We still have to determine which entity is going to pay for the work that was done and we need to determine if the work that was done is satisfactory for the long term. Mr. Benson will follow up on this with the Borough Administrator.

Adjournment

The meeting was adjourned at 8:20 PM on a motion made by Cathy Ferris and seconded by Emily DeScenza.

The next meeting of the Board of Trustees will be held on Monday, May 14, at 7:00 PM, in the Community Room of the Library.

Respectfully submitted,

James L. Benson
Acting Secretary
April 11, 2018

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