

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 8, 2019

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 8, 2019. Dan Gilroy, Board Vice-President, called the meeting to order at 7:07 p.m.

Announcement of Compliance with Open Public Meeting Law

The Vice-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 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

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

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on March 11, 2019, was made by Beverly Weber and seconded by Mary Lou Johnson. All were in favor.

Reports of Officers

There were no Reports of Officers.

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. Money from the Restricted Funds Account has been used to purchase new furniture and equipment for the new Makerspace. Most of these items were purchased through Amazon and Demco.

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

A Year-to-Date Monthly Budget Report was provided to Board members. Director George said that the balance for Capital Ordinance #C-04-832-000-086 does not reflect money paid from the account for the entrance door and paint supplies.

Susen Edwards asked about the Special Program Account. The money in that account had been used to pay for Friends programs. Since only \$9.77 remains and the account will no longer be used, a check can be written to close the account.

Circulation Report

Director George gave the circulation report for March. See the Circulation Report for details.

Adult and Juvenile book circulation was up significantly for the month of March. Many new titles have been purchased which accounts for the increase. Director George added \$1,000.00 to our Hoopla account. This is a subscription service and the added money will allow our patrons to borrow more material. The funds came from Internet/Technology. If there is a remaining balance at the end of our yearly subscription, it will carry over into the next year.

There were 337 discarded items for the month. The Library is discarding old reference books that are out of date and no longer useable.

Director's Report

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

1. Painting of the Library has been completed by DPW. The walls are a light gray with dark blue accents.

2. Carlisle Total Roofing sent a representative to reseal three areas of the roof. There is a dispute as to whether or not the work should be considered part of the maintenance contract.
3. A new television has been added to the seating area in front of the Director's office. The staff is working on getting the internal slide show and other programs such as the weather on the set. A new app may provide the solution.
4. Parts have been ordered for the new burglar alarm system.
5. The tech upgrade is now completed.
6. NJ Maker's Day and the opening of our Makerspace on March 23 was a huge success. with lots of positive feedback. More than 200 adults and children attended and participated in at least one activity. Many were new Library "goers". Currently there are 3 days with open maker hours. The hours will be adjusted once the summer reading programs begin.
7. National Library week is April 7 - 13. The message is, "We're not just books." Promotional displays and information will be shared on social media.
8. Elite Electrical will be installing a dedicated circuit line for our server.
9. Reference Librarian, Mary Toole, reported that there is an increase in requests for proctoring at the Library provided by Reference. Notary service is also in high demand.
10. Thursday movies have been well-attended. A mix of well-known and more obscure films are now being shown.

Committee Reports

Beverly Weber reported that the Sunshine Committee sent a basket to Emily DeScenza in memory of her mother who passed away at age 103.

Friends of the Library Report

Friends President, Susen Edwards, reported that the Wine Tasting on March 21 generated a \$50 profit. It was not well-attended, but everyone enjoyed themselves.

Texas Roadhouse has offered a Dining Out to the Friends. On April 30, between 4:00 - 10:00 p.m., diners who present a flyer to the restaurant will have 15% of their check donated back to the Friends. That night is also Kids' Night.

The final spring program for the Friends will be on Wednesday afternoon, April 17.

The Friends have a business meeting scheduled for Tuesday, May 7, at which time plans will begin for the October 19 Tricky Tray and Recycled Handbag and Accessory Sale.

Unfinished Business

Director George reported that TK Solutions has been very helpful with the tech upgrade which is now complete.

Vice-President Dan Gilroy reminded Board members that Financial Disclosure Statements are due by April 30, 2019.

New Business

There was no new business.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 7:49 pm on a motion made by Susen Edwards and seconded by Melissa Fedosh. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 13 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
April 9, 2019

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