

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 13, 2020

Call to Order

A virtual meeting of the Middlesex Library Board of Trustees was held on Zoom on Monday, April 13, 2020. James Benson, Board President, called the meeting to order at 7:05 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 time and place of this meeting was given by way of a special meeting notice to the Home News and the Star Ledger.

Roll Call of Members

X – Represents member present at meeting

- X James Benson, President
- X Emily DeScenza, Vice-President  
Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary  
Mary Lou Johnson, Member At Large
- X Cathy Ferris, Member At Large
- X Beverly Weber, Member At Large
- X Barbara Ferris, Representative of the Superintendent of Schools
- X Dina Healey, 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 9, 2020 was made by Cathy Ferris and seconded by Susen Edwards. All were in favor.

Reports of Officers

President Benson thanked Director George for all she is doing to keep the Library going during the Pandemic. He also thanked the staff for helping out by working from home, and for the Board members for their support and cooperation during this difficult time.

### 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.

An additional \$500 was paid to LMxAC, which allowed patrons to check out more digital material during March while the Library was closed for the Pandemic. We will do the same for April.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Emily DeSzena. 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 Budget Report was provided to Board members. The April, 2020 Monthly Budget Report shows \$100,000 in each of Capital Ordinance Accounts #C-04-14-855-000-086 and #C-04-15-879-000-086. This money will be used to pay for the new HVAC system which is in the process of being installed.

### Circulation Report

There was no Circulation Report for April.

### Director's Report

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

1. Due to the Pandemic, the Library has been closed since March 16, 2020. Director George is in the building on Monday and Tuesday, mostly to monitor the installation of the new HVAC system. No other staff members have entered the building.
2. The HVAC system is almost completely installed. Director George hopes the work will be completed tomorrow.
3. The new phone system has been installed, but not yet turned on.
4. Verizon Fios is not doing any new installs at this time, so our installation is on hold.

5. Borough Hall is using our new book drop for tax payments and other documents while they are closed to the public. They will be purchasing a new one for us.
6. The Census Committee is on hold.
7. The staff continues to check voicemail, email, and social media from their homes.
8. We are continuing to promote e-resources during this time.
9. LMxAC has suspended all blocks and holds on cards, and any holds on materials. They are conducting weekly Zoom meetings for Directors.
10. Director George is almost finished creating a new website for the Library. She expects it to go live next week.
11. We are also looking at the possibility of doing a virtual summer reading program. Councilman Jason Carr and Director George's daughter, Cassie have each recorded video story times with a combined total of over 4,000 hits.

#### Committee Reports

Sunshine Committee: The Board received a lovely thank you letter from Beverly Weber for the basket she received in memory of her twin sister's passing. Director George mentioned the death of staff member, Mikayla Ippich's grandfather.

#### Friends of the Library Report

The Friends have canceled their three remaining programs for the Spring as well as two bake sales.

#### Unfinished Business

The CBA Review is on hold at this time.

The Community Room entrance drainage problem is still an issue. Repairs are on hold at this time.

#### New Business

President Benson reminded Board Members to submit their Financial Disclosure Statements by April 30, 2020.

#### Executive Session

There was no Executive Session.

Public Discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 7:35 pm on a motion made by Cathy Ferris and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 11, 2020, at 7:00 pm in the Community Room of the Library, or on Zoom.

Respectfully submitted,

Susen Edwards  
Secretary  
April 14, 2020

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