

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on December 11, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, December 11, 2017. James Benson, Board President, called the meeting to order at 7:03 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 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 Beverly Weber, Vice President
- Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X 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
- X Emily DeScenza, Representative of the Mayor

Approval of Minutes of Prior Meeting(s)

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

A motion to approve the minutes from the Executive Session held on November 13, 2017 was made by Dan Gilroy and seconded by Susen Edwards. All were in favor.

Reports of Officers

President Benson informed the Board that a procedural error had occurred at the November 13 Executive Session. A vote took place in Executive Session when, in fact, the Board should have moved out of Executive Session to vote. To correct this error, President Benson made the following declaration:

After discussion at the last Executive Session, it was recommended that the Library Director promote Chrissy George to Senior Librarian at a yearly salary of \$61,499.00, effective January 1, 2018. All Board members were in favor.

President Benson reported that the Library qualifies for a grant from PSEG to replace the lights in the original building. PSEG will do an audit of the lighting and determine if the lights need replacing. If approved, PSEG provides a contractor, and pays 70% of the cost. The remaining 30% can be paid by the Library in one lump sum or spread (without interest) over 36 months. Once the lighting has been completed, PSEG will look at the HVAC system.

#### 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. No unusual expenses were noted.

A motion for a resolution to pay the bills was made by Cathy Ferris 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 Financial Report was presented to the Board. Director Ho reported there is enough money to finish the year. She expects some carryover for 2018.

Director Ho informed the Board that the New York Times continues to increase in price. Not that many patrons read the paper and it can be read online. It was noted, however, that the online subscription price is significantly more than the hard copy. The Board decided to continue the hard copy subscription for now.

#### Circulation Report

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

Director Ho said circulation numbers continue to decrease, especially in the children's department. YA (Young Adult) usage is increasing. Hoopla and other digital content areas are on the rise even without advertising.

The number of new users remains constant. Fines are up for the month, and the Library continues to be busy.

### Director's Report

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

1. A quote for the fire monitoring panel replacement has been received from the company with which we are currently contracted. Once installed, no phone line will be necessary, as it will be a new digital system. Hopefully, the \$6,430.00 cost can be paid through capital expenditures. If this is not possible, then perhaps the funds can come from the contingency fund. There will be no change in our maintenance contract.
2. The fire suppression system in the Community Room kitchen needs to be recharged every 10 years, and is currently overdue. It will cost \$2,065.00. As this is a maintenance issue, perhaps the Borough can pay for the service.
3. Director Ho discussed the importance of replacing some of the light panels in the Library. This is a major safety concern.
4. Mary, the Reference Librarian, reported that there is renewed interest in proctoring exams at the Library. This was a common service years ago, but waned with the existence of testing centers. She is currently proctoring two students. This is a free service provided by the Library.

### Committee Reports

The Sunshine Committee sent a card to Mary Ann Veit who has been in the hospital. A basket will be sent if her illness continues.

A Staff Appreciation Dinner is scheduled for Friday, January 5, 2018, at 5:00 p.m. All Board members and spouses are invited, as are all staff members. Each Board member is asked to bring a dish and to coordinate with Beverly. Beverages will be decided at a later date. Thirty attendees are expected.

### Friends of the Library Report

Friends President, Susen Edwards reported that the Viennese Table will be held on December 14. Approximately 50 people are registered. At the event, the Friends will sell holiday decorations donated by Mavis Chu and others. The discarded books that the Friends have been selling for 25 cents will now be free. Those books remaining will be moved into the Library after the event and offered for free. A Constant Contact email will be sent letting patrons know about the books.

Jozanna's Restaurant has agreed to host a Dining Out with the Friends on January 16 and 17. Those who present a coupon to the restaurant will have a portion of their check donated to the Friends. Susen handed out coupons to Board members.

A draft copy of the Winter/Spring Friends Newsletter was handed out to Board members as well.

#### Unfinished Business

There was no unfinished business.

#### New Business

President Benson informed the Board that the Public Meeting Notice is posted online rather than in actual newspapers. The Home News will be dropped as it now covers news south of Middlesex. We will continue to post the Public Meeting Notice in the Star Ledger and the Courier News. There is a fee charged for each placement.

Prior to the January Board meeting, a slate of officers for 2018 will be selected. Confirmation of officers will take place at the January meeting.

#### Public Discussion

There was no public discussion.

#### Executive Session

There was no Executive Session.

#### Adjournment

The meeting was adjourned at 8:09 pm on a motion made by Cathy Ferris and seconded by Emily DeScenza. All were in favor.

The next meeting of the Board of Trustees will be on Monday, January 8, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary

December 15, 2017

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