

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on December 10, 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, December 10, 2018. 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 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
- X Susen Edwards, Secretary
- Beverly Weber, 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
- 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 November 5, 2018 was made by Dan Gilroy and seconded by Cathy Ferris. All were in favor.

A motion to approve the minutes of the previous Executive Session held on November 5, 2018 was made by Dan Gilroy and seconded by Cathy Ferris. 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.

WT Cox is a new payee. The company will be handling all the magazine subscriptions for the Library.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Melissa Fedosh. 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 2018 Year-to-Date Monthly Budget Report was provided to Board members. The Special Programs account has been used to fund Friends programs. The account has a balance of \$9.73 which will be turned over to the Library.

Circulation Report

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

LMxAC is updating SIRSI, so not all numbers on the December report are accurate. As expected, all circulation numbers are down for the month due to November holidays and the Teachers' Convention. The number of new items is down for the month as we are nearing the end of the year and funds are scarce.

Director's Report

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

1. There are a number of issues with the heating system, especially at the circulation desk. A service call is scheduled with Supreme this week that will hopefully fix the system.

2. Six violations were found during a recent fire inspection. Four are easy fixes. An extension has been applied for to remediate the other two. One of the remediations is to lower the levels of books to allow for 18 inches of space between the books and the ceiling. This will be done as we get closer to the holidays when activity slows at the Library.
3. All high speed cabling work has been completed. Operating systems need to be upgraded to Windows Pro from Windows Home which is currently on the computers. It is anticipated that WiFi will reach into the Community Room by the end of the year.
4. Director George had an opportunity to meet with the Mayor. He wants the Library to reach out to the Senior Center and have a representative attend some of the Senior lunches with him. He also would like to start a community service program/club in town for teens or tweens.
5. The Attitude of Gratitude and Book Bingo youth programs have been very successful. Director George wants to make Attitude of Gratitude a year-round program.
6. Mary Toole, Reference Librarian, is planning some arts and crafts programs for adults. Both the youth and adult programs will give the Library a more tangible presence in our community.
7. The Reference Desk continues to receive requests for proctoring exams. A proctoring policy needs to be developed.

Committee Reports

Susen Edwards reported that the Sunshine Committee had no activity for the prior month.

Friends of the Library Report

Friends President, Susen Edwards, gave Board members a draft of the Friends Winter/Spring Newsletter. In addition to the upcoming programs, the Friends will be sponsoring a wine tasting event on March 21 at the Old York Cellars Bridgewater Commons location. The next Tricky Tray will be scheduled in October, 2019.

The annual Dessert Reception, formerly known as the Viennese Table will take place on Thursday, December 13. The Friends will be plating and serving the desserts for each table. They hope the new format will be more fair to attendees, giving each an opportunity to sample all desserts. Holiday gift items and handbags will be sold. A free raffle will take place as well.

A holiday concert will be held on Sunday, December 16, at 3:30 p.m. This will be the last Friends program for 2018.

Unfinished Business

1. Meeting dates for 2019 were given to Board members. A combined July/August meeting is scheduled for July 29. The October and November meetings have been moved to the third Monday of each month as the Library will be closed on the second Mondays for the observance of Columbus Day and Veteran's Day.
2. President Benson reported that the Nominating Committee recommends the 2018 officers as the slate of officers for 2019. Additional nominations of officers can be made at the January 2019 meeting.
3. Dan Gilroy moved to approve the 2019 budget totaling \$579,300.00. Barbara Ferris seconded the motion. All were in favor.

New Business

Director George announced that the Library will close on Friday, January 18, at 1:00 P.M. for a staff training in interpersonal dynamics. She has not made the training mandatory, but attendance is strongly suggested. Employees will be paid for attending. The session will also be videotaped. Board members are invited to attend.

Public Discussion

There was no public discussion.

Executive Session

Dan Gilroy moved that the Board move into Executive Session. Barbara Ferris seconded the motion. All were in favor.

Adjournment

The meeting was adjourned at 8:30 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, January 14, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary

December 13, 2018

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