

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on December 9, 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, December 9, 2019. 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 Beverly Weber, Vice-President  
Melissa Fedosh, Treasurer
- X 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  
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 18, 2019, was made by Beverly Weber and seconded by Emily DeScenza. All were in favor.

Reports of Officers

President Benson informed the Board that he emailed Mayor Elect Madden about filling two spots on the Board that will become vacant in 2020. He recommended Beverly Weber and Emily DeScen-

za for the positions each of which have a five-year term. A Mayor's Representative also needs to be chosen.

### 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.

There were no unusual expenses.

A motion for a resolution to pay the bills was made by Susen Edwards 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.”

A Year-to-Date Monthly Budget Report was provided to Board members. The Contingency Fund is \$9,727.61 in arrears as we have not been reimbursed by the Borough for service contracts. The \$200,000.00 in Capital Ordinance Accounts #C-04-14-855-000-086 and #C-04-15-855-000-086 will be used to pay for the new HVAC system.

President Benson expects to have a surplus at the end of the year which will help offset the budget shortage in 2020.

### Circulation Report

President Benson gave the circulation report for December. See the Circulation Report for details.

Circulation was down for the month in all areas. The report did not show Hoopla use for October and November. Zinio, the digital magazine account is gaining in popularity as many magazines can be read online.

The 2019 Total User Count is still unavailable, but should be accessible by the end of the year.

### Director's Report

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

1. The Community Room door has been temporarily repaired, but until a drain can be installed to prevent flooding and leaking, the door will continue to be problematic.

2. The tree that fell on the corner of the Community Room on Halloween night has been removed.
3. The HVAC replacement project awarded to Thassian Mechanical Contracting is in the very beginning stages. A specific installation date has not been set, but it is expected that the work will be done in February or March. The Library will have to close for two days during the installation.
4. Fire Control Systems has been in to look at the alarm panel in the mechanical room. A solution has yet to be presented. In the meantime, it will continue to present an inconvenience, but not a serious problem.
5. The new intrusion alarm will be installed on December 16 or 17. It is wireless and can be accessed through an app in addition to traditional access. Panic buttons will be installed at the Reference, Children's, and Director's offices.
6. In the new personnel manual, it will state that background checks must be completed for all staff who work with children.
7. An evaluation of the HVAC system in the Community Room addition was done. A new system is recommended, but not urgent at this time.
8. A workshop, "Managing Stress During the Holidays and Beyond", will be offered to Borough employees on December 13. The program will be repeated on December 18, at 11:00 a.m. in the Community Room. Board members are welcome to attend.
9. Director George is considering the possibility of replacing the carpet in the Community Room. Beverly Weber said new flooring would change the acoustics in the room. Board members agreed that the carpet is still in good shape and that replacement is not a priority. Perhaps instead, we could purchase a few new tables and chairs.

### Committee Reports

Beverly Weber spoke to Mary Ann Greczek about ordering some books for Mary Lou Johnson's ESL classes, using the money donated in memory of Mary Lou's brother.

### Friends of the Library Report

Friends President Susen Edwards reported that the Viennese Table is scheduled for December 12. Beverly Weber will make all the desserts. Susen gave copies of the 2020 Winter/Spring Newsletter to Board members. A Dining Out With the Friends is scheduled at Texas Roadhouse on Tuesday, February 4.

### Unfinished Business

Refer to Director's Report for Unfinished Business

### New Business

President Benson announced that the book drop needs to be replaced. A new one would cost \$3,000 - \$4,000, or more. Director George is looking online for a high-quality replacement.

President Benson asked Board members to let him know if they want to hold an office in 2020.

The Library's 2020 Proposed Budget has been amended to add \$3,000.00 to Electric and Gas, bringing the total to \$35,000.00; reducing Water by \$500.00, bringing the total to \$4,500.00. The revised total budget for 2020 is \$600,151.76. The budget will be short \$80,571.76 for the year.

Cathy Ferris moved to accept the Revised Proposed Budget. Emily DeScenza seconded the motion. All were in favor.

### 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 Beverly Weber. All were in favor.

The next meeting of the Board of Trustees will be on Monday, January 13, 2020, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
December 10, 2019

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