

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on December 14, 2020

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 14, 2020. James Benson, Board President, called the meeting to order at 7:02 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 Emily DeScenza, Vice-President
Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary (attended via Zoom)
- X Mary Lou Johnson, Member At Large (attended via Zoom)
- X Cathy Ferris, Member At Large (attended via Zoom)
- X Beverly Weber, Member At Large
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 November 9, 2020 was made by Emily DeScenza 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.

A check for \$500 was paid to Aditya Dutt, a college student volunteering for Maker's Nest virtual programs. He plans to donate the money to his favorite charity. Director George received a check for \$253.69, which was reimbursement for expenses for the Polar Express Program. There were no other unusual expenses.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Mary Lou Johnson. 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. All categories are on track for the year. An expected overage was noted in Maintenance Contracts.

Circulation Report

Director George provided the Circulation Report for December. Adult and Juvenile numbers are down slightly for the month. ILL numbers have seen a large increase. The program was reinstated in November.

Digital numbers are on target for the month. All other numbers are as anticipated. Director George reminded the Board that no fines are being collected.

Attendance was high for virtual children's programs.

Director's Report

Director George presented the monthly report for December on the operation of the Library. See the Director's Report for details. A few of the highlights are listed below:

1. The HVAC project has been completed.
2. The Library is looking into options for security systems, including the possibility of an outside camera.
3. No cases of COVID have been reported among the staff.

4. The Polar Express program has been rescheduled to December 23. We have received lots of support from the Borough for the project.
5. Director George reported that all LMxAC libraries (with the exception of South Plainfield and Kenilworth) have closed their interiors, and resumed curbside service. We will continue to remain closed and monitor the situation closely.
6. The Library has purchased a Document Camera to enhance story time for children.
7. Virtual lectures on “Fashion by Decade” will be shown on Wednesday evenings in January.
8. Theresa Bond continues her marketing and community outreach via social media.

Committee Reports

President Benson mentioned that the Personnel Committee needs to do their yearly review of the Director. This will be done either in person or via telephone.

President Benson asked Board members to donate to the Sunshine Fund. Donations can be given to Beverly Weber.

Friends of the Library Report

Friends President, Susen Edwards, will contact Theresa Bond and Mary Toole regarding their upcoming virtual programming. She will post the information on the Friends’ Facebook page and website.

Unfinished Business

The interior of the Library will remain closed due to the uptick in COVID cases.

There are no updates on contract negotiations. It has been confirmed that job descriptions exist for all current positions.

New Business

President Benson updated the Board on the slate of officers for 2021. He is willing to stay on as President. Emily DeScenza has agreed to continue as Vice-President. Susen Edwards will stay on as Secretary. Melissa Fedosh will stay on as Treasurer.

President Benson asked if anyone else was interested in running for office. No one expressed interest.

Executive Session

There was no Executive Session.

Public Discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 7:48 pm on a motion made by Dina Healey and seconded by Cathy Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, January 11, 2021 at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
December 15, 2020

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