

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on February 13, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, February 13, 2017. Beverly Weber, Board Vice-President, called the meeting to order at 7:00 p.m.

Announcement of compliance with Open Public Meeting Law

The Vice-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 Home News and has been posted on the Library public bulletin board.

Roll call of members:

X – Represents member present at meeting

- James Benson, President
- X Beverly Weber, Vice President
- X 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

Closed Session

Vice-President Weber asked for a motion to go into closed session. Cathy Ferris made the motion which was seconded by Mary Lou Johnson. All were in favor.

Susen Edwards made a motion to exit the closed session and return to the regular meeting. Emily DeScenza seconded the motion. All were in favor

Approval of Minutes of Prior Meeting

A motion to approve the minutes of the previous Board meeting held on January 9, 2017 was made by Cathy Ferris and seconded by Dan Gilroy. 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. No unusual expenses were noted.

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

Both the End-of-Year Financial Report for 2016 and Account Balances as of February 13, 2017 were presented to the Board. Director Ho noted that the Capital Savings account balance is \$71,982.60. She estimates that this money will be depleted within the next two years. Prior to accessing the funds in this account, the Library will use the money in the Unity Bank account to cover shortages in our budget.

Circulation Report

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

The trend towards lower circulation continues, but January, 2017 only showed a small decline from 2016. New users are steady, and the Library continues to be busy as many people are taking advantage of technology and in-house resources. Fines have increased.

Director's Report

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

Support from DPW has been excellent and the Library is very grateful for both the snow removal and assistance with the unexpected flooding in the staff restroom.

Director Ho presented the Board with an end of the year Financial Report for 2016 showing a carry-over of \$53,822.16. This amount was due in great part to the passing of Carole Chellis and the resignation on one part-time employee. Using this money will help offset the 2017 budget shortage of \$66,512.00. The balance of the shortage can come from our reserve funds in Unity Bank. Susen Edwards made a motion to use the \$53,822.16 carry-over from 2016 towards our 2017 budget shortage. Dan Gilroy seconded the motion. All were in favor.

The January, 2017 minutes will be posted on the Borough's website.

The Library is producing a slide show which will be used as a screen saver and will also be available on the Library website. Sixty slides have been created to date. Some slides will be permanent, such as Library policies and services; other slides will feature current programs and offerings.

Enterprise, the new library public online catalog, has replaced iBistro. The new program is much more user friendly.

The display sign with the Library Code of Conduct is a work in progress. We want to make it all-inclusive and welcoming. State law dictates that it must be displayed.

Dan Gilroy made a motion to adopt the Public notary service. Cathy Ferris seconded the motion. All were in favor. Public notary service will be available Thursday evenings beginning in February, 2017.

In addition to the Youth Services Report provided by Chrissy George, Mary Toole, the new Reference Librarian, provided her first report to the Board. She reported on the two trainings she attended, as well as some of the new services she is providing. See the Report for details.

Committee Reports

For the Finance Committee, Melissa Fedosh reported that she received a letter from the U Care Program at Unity Bank. Sixteen organization supporters have partnered with us, and \$384.49 has been posted to our account.

Friends of the Library Report

President Susen Edwards reported that the second annual Dining Out With The Friends raised \$188.00. The amount was a bit disappointing, but the Friends are grateful for the donation and for the support of the participating restaurants and those who dined with the Friends.

The Friends will hold their winter business meeting on February 22, at 3:00 p.m. Plans will begin for the Book Sale and Tricky Tray which will both be held the first weekend in May.

On Sunday, February 19, the Friends will be sponsoring a quilt raffle. Two beautiful quilts have been made and donated by the Middlesex Heritage Quilters. Many door prizes will also be available. Proceeds will benefit the Library. As part of the program, Edward Johnson will also give a talk on George Washington.

On February 1, the Friends hosted a Memoir Writing Workshop. Attendees expressed interest in forming a memoir writing group. Susen Edwards is currently organizing this group which will most likely meet once per month.

Unfinished Business

The approval of the Notary Public Policy as listed under Unfinished Business in the Agenda was approved during the Director's Report.

New Business

The Code of Conduct flyer/policy as listed under New Business was discussed via email and during the Director's Report.

Public discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 8:00 pm on a motion made by Dan Gilroy and seconded by Emily DeScenza. All were in favor.

The next meeting of the Board of Trustees will be on Monday, March 13, 2017, at 7:00 pm in the Community Room.

Respectfully submitted,

Susen Edwards
Secretary
February 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.