

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on February 11, 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, February 11, 2019. Dan Gilroy, 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 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

- James Benson, President
- X Dan Gilroy, Vice President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X 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 January 14, 2019, was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

Reports of Officers

Treasurer Melissa Fedosh reported that a new Restricted Funds Account has been created. This checking account contains the overage from 2018 which will be used for building maintenance and improvements. Currently, the account has a balance of \$36,013.43.

#### 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 new Quicken program and new hard drives for patron computers were purchased from Staples accounting for the higher than average bill. Two line items were included for Approved Fire Protection Company. The fire systems needed to be tested and cleaned.

A motion for a resolution to pay the bills was made by Melissa Fedosh and seconded by Beverly Weber. 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. A balance of \$9.75 remains in the Special Programs Account. The money had been used to fund Friends programs. Friends President, Susen Edwards, asked that the account be closed and the money transferred to another Library account.

#### Circulation Report

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

Director George stated that the “Videos” category will be removed as the Library no longer loans VHS tapes. The numbers for Hoopla, RBDigital Magazines (Zinio), and OverDrive are up from 2018. These programs are working properly now.

The number of new users for January, 2019 was not available at the time of printing the report.

Nothing unusual was noted on the report.

#### Director’s Report

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

1. A specific section of the Library is now dedicated to Young Adults. Reading material has been weeded out and updated. Another section will be set up for World Languages.

2. Reference material has also been weeded out which will allow for a quiet sitting area located outside the Director's office.
3. DPW will be painting the interior of the Library in muted gray and dark blue.
4. The technology upgrade is proceeding somewhat slower now that the patron computers are being updated. All are getting new hard drives and memory upgrades. Eight patron computers are now fully functional.
5. The Borough has adopted PrimePoint as an electronic time sheet management system. It will track sick pay hours for part-time employees as well as sick, vacation, and comp time for full-time employees. Employees will still complete paper time sheets as not everyone has their own computer. Director George will then input the time sheets into the system.
6. The first electronic newsletter went out to patrons via Constant Contact.
7. Makerspace is planning to debut March 23. The goal of Makerspace is to encourage hands-on skills for 21st century learners. Its mission is to remake Libraries into holistic centers of learning that are more than just books. Both adults and children will be able to use the space.
8. Director George invited Board members to attend the staff training which will take place Friday, February 15, from 1:00 - 5:00 p.m. The Library will be closed during those hours.
9. Youth Services Director, Maureen (Mo) Donohue, wants to be a presence in the high school and middle school, as well as in the elementary school. Her goal is to keep children interested and active in the Library throughout their education.
10. Reference Librarian, Mary Toole, reported that the IRS is slow in getting tax forms to us. This is due in great part to the recent government shutdown.

### Committee Reports

Beverly Weber reported that the Sunshine Committee sent a cheer basket to Ed and Mary Lou Johnson. The Johnsons sent a thank you note to Beverly expressing their appreciation.

A Staff Appreciation dinner has been scheduled for Friday, March 1, at 5:00 p.m. Board members and their families are invited and will be providing the dinner items.

### Friends of the Library Report

Friends President, Susen Edwards, thanked President Benson, attorney Ed Johnson, and the Board for supporting the Friends by sending a registered letter to a difficult patron who had been attending Friends programs. The patron did not attend the January 27 meeting.

The Friends will be sponsoring a wine tasting event on March 21 at the Old York Cellars Bridgewater Commons location. Tickets are \$25 per person.

Susen met the vocalist who performed on January 27 at Costco. Thinking it might be a human interest story, Susen sent a letter to the editor at *Costco Connection Magazine*. The magazine responded favorably to the letter and hopefully it will get printed.

### Unfinished Business

Much of the update on Library changes and improvements was covered in the Director's Report.

New carpeting will be installed in areas where needed after the painting has been completed. Director George met with a technology expert about installing a new wireless security system.

### New Business

Due to the weather, all Borough offices and the Library will be closed tomorrow.

### Public Discussion

There was no public discussion.

### Executive Session

There was no executive session.

### Adjournment

The meeting was adjourned at 8:00 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, March 11, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
February 12, 2019

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