

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on February 8, 2021

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 8, 2021. 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 (attended via Zoom)
- X Emily DeScenza, Vice-President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X Mary Lou Johnson, Member At Large (attended via Zoom)
- X Beverly Weber, Member At Large
- Cathy Ferris, Member At Large
- X Barbara Ferris, Representative of the Superintendent of Schools
- X Dina Healey, Representative of the Mayor
- X Christine George, Library Director
- X Edward Johnson, Board Attorney (attended via Zoom)

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on January 11, 2021, was made by Beverly Weber and seconded by Susen Edwards. All were in favor.

Reports of Officers

President Benson indicated that the Board would need to meet in Executive Session this evening. There were no other 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 written to Chrissy George in the amount of \$378.00 was reimbursement for payment of our yearly contract with Constant Contact. Another check written to Chrissy George in the amount of \$119.95 was to cover our final payment for compliance posters.

A check written to Knowledge City in the amount of \$629.98 covers our yearly fee for online classes.

A check was written to Steven Glickman, Labor Attorney, in the amount of \$828.00.

There were no other unusual expenses.

A motion for a resolution to pay the bills was made by Melissa Fedosh and seconded by Emily Descenza. 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 2021 Monthly Budget Report was also provided to Board Members. Director George noted an error under Maintenance Contracts. The amount expended to date was \$4,625.05. The report shows this amount as a credit. The actual balance for the account should read \$15,374.95. More than half the budget for Public Programs has been spent. Youth Librarian, Mo Donohue, has purchased all supplies needed for the year.

Circulation Report

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

The numbers for ILLs Out and ILLs In are fairly consistent, meaning nearly the same amount of material is going out to other libraries as is coming in to ours. Director George noted that RB Digital has been bought out by Overdrive.

Director's Report

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

1. The new HVAC system has been fixed and is working well.
2. A children's Creative Writing program and a Mommy & Me baby program have been added. Mommy & Me is giving moms and caregivers an opportunity to connect during the pandemic.
3. A virtual program, 20th Century Fashion Through the Lens of Literature, hosted by the Adult Reference department was well-received.
4. The IRS has indicated tax forms will be delayed this year.
5. Theresa Bond continues to post daily on Facebook and Instagram. She is also posting work done by a summer intern, Jenna Luccarello, for Black History Month.
6. President Benson complimented Director George, Mo Donohue, Mary Toole, and Theresa Bond for the excellent work they're doing during the pandemic.

Committee Reports

Beverly Weber reported the Sunshine Committee sent a basket to an employee who has been ill. Beverly read a thank you note sent from another employee who received a basket after the passing of her father.

The Personnel Committee will report on the Director's Performance Appraisal in Executive Session.

Friends of the Library Report

Friends President Susen Edwards reported that the Yahoo platform that was hosting the Friends' website will not be supported after March 31, 2021. She has created a new website which is live but still has a few bugs that need to be worked out.

The Friends will have two Zoom programs this spring. The first is scheduled for Sunday, March 21, at 3:00 pm. Director George and Theresa Bond have offered to help spread the word through social media.

It is possible that the Friends will need to find a new accountant to handle their tax returns. Ray Lizura of Greenbrook was suggested by several Board members.

Unfinished Business

Director George presented the Board with a suggested "Reopening the Library Phase 2" plan. See the Report for details.

The report compares the present Walkup/Pickup Reopening Phase 1 plan with the proposed Phase 2 plan. A few details are:

Suggested limited open browsing hours

No meeting room availability except for Borough entities

One door to enter the Library and another to exit

No computer assistance

All patrons under the age of eighteen to be accompanied by an adult at all times.

Director George wants to ease into reopening and not overwhelm the staff. She has informed the staff that the proposal will be discussed again at the March Board meeting. Until that time the interior of the Library will continue to be closed.

New Business

There was no New Business.

Public Discussion

There was no public discussion.

Executive Session

Barbara Ferris moved that the Board enter Executive Session. Susen Edwards seconded the motion. All were in favor.

Adjournment

The meeting was adjourned at 8:55 pm on a motion made by Emily DeScenza and seconded by Dina Healey. All were in favor.

The next meeting of the Board of Trustees will be on Monday, March 8, 2021, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
February 9, 2021

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