

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on February 10, 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, January 13, 2020. Emily DeScenza, 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 Emily DeScenza, Vice-President

X Melissa Fedosh, Treasurer

X Susen Edwards, Secretary

X Mary Lou Johnson, Member At Large

X Cathy Ferris, Member At Large

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 January 13, 2020 was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

A motion to approve the minutes of the Executive Session held on January 13, 2020 was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

Reports of Officers

Treasurer Melissa Fedosh reported our Unity Bank U-Care program still has only 13 participants. We need 15 in order to receive quarterly rewards. It was suggested that the program be mentioned in social media to attract more participants.

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 once-yearly payment of \$556.27 was made to WT Cox for magazine subscriptions. Another once-yearly payment of \$323.00 was made to the Treasurer, State of NJ for a business listing. It is anticipated that this amount will be reimbursed by the Borough.

A payment of \$5,456.40 to BroDart Co. was for the two new book drops. This amount came from our Restricted Funds account.

Chrissy George was reimbursed \$528.86 for food for the recent staff training.

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

A year-to-date Budget Report was provided to Board members. Everything is on target for the year.

Circulation Report

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

RB Digital circulation is down for the month because it took time for the rollover of magazines and a month was missed. We were not obligated to pay for the missed month.

The number of new users for January was 20. This did not appear on the report.

Director asked the Board if we could remove the Adult Video and the Juvenile Magazine, DC Rom, and Video categories from the report as we no longer have any of these items. The Board had no objections.

There were no children's programs in January.

Notary services are more in demand.

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 phone system has been down since January 16. The Optimum technician says the current phone system is not safe to use since the wiring is from the 1960s. Director George has been in contact with TK1 to get pricing on a new VOIP system. The Library is operating with a three-headset portable unit until a new system is installed.
2. A staff development training on implicit bias held on February 7 was very successful. Library-LinkNJ will provide a \$400 subsidy which will cover some of the cost of the workshop.
3. We had a bulk trash pickup. The children's section has been weeded extensively, leaving room for new material.
4. The large book drop has been delivered and is being stored at the DPW shop. We are still waiting for the smaller DVD drop.
5. Youth Services Librarian, Maureen Donohue, has resigned and will be leaving as of February 22. She has taken a director position at the Fairfield Library. The position has been posted internally and will be posted externally beginning tomorrow.
6. Registration for Winter/Spring children's program has begun. A second teen TAB meeting was held. The teens drafted a Teen Library Card Procedure. It is currently in development.
7. The Reference Department is holding an Adult Reading Challenge for the months of February through May. Tax forms have not yet been received from the IRS.

Committee Reports

There were no Committee Reports.

Friends of the Library Report

Friends President Susen Edwards reported that the Dine to Donate Night at Texas Roadhouse generated \$82. The restaurant donated an additional \$20 for a total of \$102.

The Friends are taking a break from large fundraising and will have two bake sales this spring: April 11 (the day before Easter) and May 9 (the day before Mother's Day). Emily DeScenza, Melissa Fedosh, and Chrissy George volunteered to bake items for the sale.

The Friends concert on February 9 was well-attended with an audience of 75. Their next program is scheduled for February 19.

Unfinished Business

Director George received a new contract from Thassain for the new HVAC system. She has reached out to the company, but has received no response yet.

Beverly Weber and Cathy Ferris will review the electronic and hard copies of the CBA (Collective Bargaining Agreement) to see if there are any discrepancies.

DPW will work on the Community Room door when the weather improves.

New Business

There was no New Business.

Executive Session

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

Public Discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 8:06 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 9, 2020, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
February 12, 2020

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