

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on January 9, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, January 9, 2017. James Benson, Board President, called the meeting to order at 7:05 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 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

- X 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
- Cathy Ferris, Member At Large
- Barbara Ferris, Representative of the Superintendent of Schools
- Emily DeScenza, Representative of the Mayor

Nomination and Election of Officers

President Benson served as a one-person nominating committee. His recommendation was to nominate the existing slate of officers for the 2017 term. Nominations were solicited from the floor. With no nominations received, the current officers were elected for 2017.

Approval of Minutes of Prior Meeting(s)

Motions to approve the minutes of the previous Board meeting held on December 12, 2016 were made by Dan Gilroy and seconded by Mary Lou Johnson. All were in favor.

## Reports of Officers

President Benson met with the Mayor to discuss a plan for snow removal for the Library in situations when no other Borough office is open (such as a Saturday). The Mayor gave President Benson the DPW supervisor's private phone number to give to Director Ho for future situations.

## 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.

There were no unusual expenses, however Director Ho pointed out the increase in subscription costs for all newspapers. Even though newspapers are expensive, it is important to keep up the subscriptions as many patrons cannot afford their own subscriptions and depend upon the Library copies.

The Constant Contact account was renewed for another year. On the average, 25% of recipients open the emails. While this does not sound like a large response, Constant Contact says this is an average for all non-profits. In terms of marketing, it is considered successful.

A motion for a resolution to pay the bills was made by Beverly Weber 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 January 3, 2017 were presented to the Board. Both were discussed during the Director's Report.

## Circulation Report

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

Adult circulation is down as is children's circulation, which is down more significantly. This follows a national trend as digital material becomes more and more popular. Director Ho reported that there were 2,445 digital downloads in 2016 through digital material from LMxAC.

In 2017, we will invest in our own digital collection to supplement and enhance the material available from LMxAC.

Technology use continues to rise. Even though the year-end numbers are lower than last year, we need to remember that patrons are now able to log in for two hours instead of one. There were 4,194 logins to our WiFi router.

Fines have increased. This is due, in part, to the ability of patrons to pay their fines online.

## Director's Report

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

In spite of the recent repairs to the HVAC system, the Library was without heat on December 26 and January 2. Buist was called in and the unit is currently working.

Mary Toole accepted the full-time librarian position, and as of January 2, 2017 is working 35 hours per week.

Director Ho is working on the 2016 annual library survey. The information compiled will go in a national data bank.

We now have installed state-of-the-art firewall, router, and switches. In the future, it would be beneficial to rewire the entire building to be able to handle a large amount of downloading.

We are the only library in LMxAC to have Windows 10 installed on all computers.

Board minutes beginning with the approval of the January, 2017 minutes will be posted on the Library website.

Director Ho surveyed LMxAC members to see which libraries provided notary services and what they charged. This will be discussed further in Unfinished Business.

The Year-End Balance Sheet was reviewed. The \$30,028.17 in the Unity Bank account will be used before we spend any money from the Capital Savings account. In addition, a carry-over of \$55,251.55 will help fund expenses in 2017.

Two line items have been removed from the 2017 Balance Sheet: Maintenance and Insurance. Both items are now being paid by the Borough.

Dan Gilroy suggested the Library purchase a new 2017 version of Quicken rather than just an upgrade. Starting from scratch will eliminate some of the challenges that currently exist in the program and will help clarify our financial picture.

## Committee Reports

There were no committee reports. President Benson asked Board members if they would be able to keep their committee positions for 2017. There was no objection.

## Friends of the Library Report

President Susen Edwards reported that the Viennese Table was more organized than in previous years. Everyone appeared to have a good time and enjoyed the homemade baked goods.

The second annual Dining Out With The Friends begins on January 11 at Jozanna's, followed by La Famiglia, and Vincenzo's. Coupons are available in the Library and on the Friends' website.

The first program of 2017 will be a flute and piano concert on January 22. The second program on February 1 will be a memoir writing workshop.

The Friends will pay to have the piano tuned and will buy a new coffee urn for the Library.

The Borough has waived the Borough Raffle License Fee that the Friends had been paying. The Friends are very grateful for this resolution.

Dan Gilroy has donated two quilts to the Friends. Though never used, the quilts need a little TLC. It is hoped the Heritage Quilters will bring them back to their original beauty.

Mary Lou Johnson reported that the Heritage Quilters have created a very large and very beautiful red, white, and blue quilt that will be raffled on February 19. They have a lap quilt, other prizes, and a number of door prizes for attendees. Ed Johnson will give a talk on George Washington at the event. Raffle tickets are currently available at \$2.00 each.

### Unfinished Business

The flooding problem by the Community Room entrance is ongoing, but cannot be taken care of until spring.

New outside lighting has been placed along the walkway. The parking lot is still dark.

The Board discussed adding a notary service. All members agreed that this is a good idea and that we should start with one evening per week, most likely Thursday. Mary Ann Greczek and Director Ho are both notaries and work on Thursday evenings.

The Board decided it would be a good idea to charge for this service, and after some discussion agreed that we should charge \$2.50 per item.

A policy statement needs to be written which will include details such as:

- What hours will the service be available?
- What amount should be charged?
- What is the maximum number of items per person per visit (A maximum of five was suggested.)?
- Should patrons call first? (Yes)
- How should the money be recorded and kept? (Money should be kept separately.)

The Library will pay the notary fees for the employee, but the employee will not be compensated for their notary service as they are already receiving a salary or hourly wage.

Once the policy is written it will be reviewed by the Board. When finalized, the service will be implemented.

### New Business

President Benson distributed a list of 10 projects for 2017. Item #2, “improving lighting along front walk,” is completed. Item #3, “power wash building exterior fascia,” will be done by DPW. Item #5, “replace carpeting with tile/carpet,” and item #6, “upgrade internet connectivity wiring,” may qualify as capital expenditures. The Borough will handle item #7, “ resolve door drainage issue by front doors of Community Room.”

### Public discussion

There was no public discussion.

### Closed Session

There was no closed session.

### Adjournment

The meeting was adjourned at 8:50 pm on a motion made by Beverly Weber and seconded by Dan Gilroy. All were in favor.

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

Respectfully submitted,

Susen Edwards  
Secretary  
January 12, 2017

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