

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on January 14, 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, January 14, 2019. James Benson, Board President, called the meeting to order at 7:03 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
- X Dan Gilroy, Vice President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X Beverly Weber, Member At Large
- 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
- X Christine George, Library Director

Oath of Office

Board Attorney, Edward Johnson, administered the Oath of Office for Board members, Cathy Ferris and James Benson as they begin a new term of office.

Election of Officers

President Benson presented the slate of officers for 2019, indicating that all officers are the same as in 2018. He then asked for nominations from the floor for each position. No new nominations were given. The Board voted unanimously to elect the proposed slate.

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on December 10, 2018 was made by Beverly Weber and seconded by Emily DeScenza. All were in favor.

A motion to approve the minutes of the previous Executive Session held on December 10, 2018 was made by Dan Gilroy and seconded by Beverly Weber. All were in favor.

Reports of Officers

President Benson had a meeting with Director George and Dan Gilroy to plan for the upcoming year. Details will be discussed later in the meeting under New Business.

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. Nothing unusual was noted.

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 2018 End of Year Reconciliation showed a \$90,765.90 surplus which is a result of former Director Ho's passing and the retirement of Larry, the former custodian.

A Year-to-Date Monthly Budget Report was provided to Board members. An expenditure of \$1,243.22 to WT Cox, covers all magazine and most newspaper subscriptions for the year. The Star Ledger and Wall Street Journal renewal fees will appear later in the year. At this point, the Library's finances are in good shape.

Circulation Report

Director George gave the circulation report for January which reflected numbers for 2018. See the Circulation Report for details.

There was a large increase in adult book and a drop in DVD circulation. After Director Ho passed away, the staff found a huge surplus of DVDs. These have been put on the shelves and resulted in fewer new DVD purchases.

Overall, circulation is down. Hopefully this is due to the greater amount of digital material currently available.

The number of new users for December, 2018 was not available at the time of printing the report. To update, December saw 24 new users, bringing the total for 2018 to 360.

Director's Report

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

1. The heating system has been working perfectly.
2. Fire violations have been fixed as much as possible. Work orders have been submitted for the rest of the work. We are waiting for the Fire Marshal to reinspect.
3. A pin-sized hole in the roof caused a water bubble on the rear wall of the Library. DPW will purchase supplies and make the necessary repairs.
4. All staff computers except one are now on the new server. All files are saved on the server, making the data safer. Staff members can put their personal log-in information into any computer and access their files.
5. Maureen has taken over as Youth Services Librarian. Maureen worked at the Library in the past and has seamlessly integrated into the staff.
6. The staff was adept at handling an unpleasant situation dealing with a patron "under the influence".
7. Theresa Bond has become more active with social media and maintains our Facebook and new Instagram accounts. A monthly Constant Contact newsletter is forthcoming.
8. A budget crisis exists with Library Link NJ, an organization that handles inter-library loans. We will have to wait and see what happens.

Committee Reports

Beverly Weber reported that the Sunshine Committee had no activity for the prior month. There was discussion about a staff appreciation dinner. All members agreed to schedule the event soon. Beverly will meet with Director George to set up a date and time.

Friends of the Library Report

Friends President, Susen Edwards, reported that the Elvis concert held on January 13 was one of the most successful events ever held by the Friends. More than 130 people attended and due to fire regulations, some guests had to sit in the lobby.

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 asked the Board for advice on how to handle a guest who arrives at Friends programs under the influence, is disruptive, and is a danger to herself and others. She has been verbally warned that her behavior is not to be tolerated. President Benson discussed the matter with Edward Johnson. A registered letter will be sent from the Board, giving her written warning that if it happens again she will not be permitted to attend future events.

Unfinished Business

There was no unfinished business.

New Business

Director George, President Benson, and Dan Gilroy met for a productive 2019 planning meeting. Many issues were discussed. Included among them are researching the cost of:

- New air conditioning
- VOIP phone system
- New fire suppression system
- New alarm
- Worn carpet replacement

President Benson will send a summary of the meeting to Board members.

The 2019 budget has a deficit of \$54,545.74. President Benson proposed that we apply part of the \$90,765.90 surplus towards the deficit and \$35,000 for Capital Expenses.

All Board members voted in favor of a motion to approve the suggested use of surplus funds.

President Benson will create a resolution to reflect the motion.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:30 pm on a motion made by Cathy Ferris and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, February 11, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
January 17, 2019

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