

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on January 8, 2018

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 8, 2018. 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.

Election of Officers

President Benson announced the slate of officers for 2018:

President: James Benson  
Vice-President: Dan Gilroy  
Secretary: Susen Edwards  
Treasurer: Melissa Fedosh

President Benson then asked for additional nominations from the floor. As none were given and there was no opposition to the proposed slate, Secretary Susen Edwards cast one vote for each of the four nominees.

Roll Call of Members:

X – Represents member present at meeting

X James Benson, President  
X Beverly Weber, Vice President  
Melissa Fedosh, Treasurer  
X Susen Edwards, Secretary  
X Dan Gilroy, 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

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on December 11, 2017 was made by Cathy Ferris and seconded by Beverly Weber. All were in favor.

Reports of Officers

President Benson thanked the Board for their participation in the Staff Appreciation Dinner. An additional thank you was given to Beverly Weber for coordinating the event.

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 question arose regarding the \$408.00 check to Swank Movie Licensing USA. Librarian Chrissy George, filling in for Director Ho at the meeting, explained that this is the licensing fee the Library pays to show movies to the public.

There were two line items for \$373.55 each in January for the Home News Tribune, but only one check was written. As a result, the total bills for January were reduced to \$2,456.23. The grand total for the spreadsheet was reduced to \$6,786.96. These reductions will not affect the budget as it was merely a typographical error on the report.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Cathy Ferris. 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 2017 year-end Financial Report was presented to the Board. There is a carry-over of \$20,784.71 for 2018. A Financial Report as of January 5, 2018 was also presented.

The Library is applying for a PSEG grant to upgrade the lighting. If approved, PSEG pays 70% and we pay 30%. We are also looking into a similar grant through PSEG to upgrade the air-conditioning system.

President Benson reported to the Board that he met with the Borough Treasurer to review the current library capital ordinances. There are currently a total of 3 capital ordinances approved for the library.

2013 - a capital ordinance in the amount of \$100,000 was approved for "general improvements". Thus far the library has expended \$11,527 from that ordinance leaving a balance of \$88,473.

2014 - a capital ordinance in the amount of \$100,000 was approved for replacement of the library HVAC system. There have been no expenditures from this ordinance and the balance remains at \$100,000.

2015 - a capital ordinance in the amount of \$100,000 was approved for "general improvements". There have been no expenditures from this ordinance and the balance remains at \$100,000.

It is to be noted that the 2013 and the 2015 ordinances are for general improvements meaning that this money can be spent for any qualified capital expenditure. The 2014 ordinance is restricted to HVAC improvements and cannot be used for other capital expenditures.

The Borough Treasurer also advised Mr. Benson that the Borough prefers that expenditures be made from the older ordinances first, keeping in mind that the 2014 ordinance is restricted to HVAC, so if the 2013 ordinance is fully expended then further non-HVAC related expenditures would be made from the 2015 ordinance.

### Circulation Report

Chrissy George gave the final circulation report for 2017. See the Circulation Report for details.

Circulation of printed material rises in the summer and decreases toward the end of the year. Overall, the use of print media is down which follows a national trend.

Chrissy explained Hoopla in detail. Hoopla allows patrons to borrow up to 5 digital media pieces per month. There are no limits on how many patrons can check out one title, but there is a limited borrowing time, after which the item disappears. The service comes to us through LMxAC and is available to the public via an App. Overdrive, another digital media borrowing service is becoming less popular, most likely because only one patron can borrow a title at one time.

A chart showing Monthly New Material Counts for 2017 was also presented to the Board.

### Director's Report

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

1. We are waiting for the parts to replace the fire monitoring panel. Capital funds can be used to pay for the project.

2. It is expected that the fire suppression system in the Community Room kitchen will be overhauled in January. President Benson and Director Ho will meet soon to discuss the project which will cost \$2,065.00. Capital funds cannot be used.
3. A contingency plan needs to be put in place for times when Larry is out for a few days and not available to clean the Library. If he will be out for longer periods, DPW can be called to do the work.
4. The children's department is going through a maintenance period. Fiction items not checked out since 2008 are being discarded. Non-fiction will be reviewed next. Children's programs begin on January 22. This year there will be more hands-on, science, and technology programs.

### Committee Reports

Beverly Weber read several thank you notes sent by staff members thanking the Board for the Staff Appreciation Dinner. Cheer baskets were given to Mary Ann Veit and Larry.

### Friends of the Library Report

Friends President, Susen Edwards reported that the Viennese Table in December ran very smoothly. Attendance was down due to bad weather.

Jozanna's Restaurant is hosting Dining Out with the Friends on January 16 and 17. Those who present a coupon to the restaurant will have a portion of their check donated to the Friends. Susen will email coupons to all Board members.

Copies of the Winter/Spring Friends Newsletter were handed out to Board members. The Friends first program will be held on January 17.

### Unfinished Business

President Benson announced that work on the Financial Control Policy is still in progress.

### New Business

There was no new business.

### Public Discussion

There was no public discussion.

### Executive Session

There was no Executive Session.

## Adjournment

The meeting was adjourned at 7:55 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 12, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
January 10, 2018

NOTE: Prior to the meeting Board member Mary L. Johnson was sworn in for a new 5 year term by Board Attorney Mr. Edward J. Johnson. Her term will expire 12/31/22.

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