

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on January 13, 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. 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 (and their 2019 designation) present at meeting

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

President Benson introduced Dina Healey, the new Representative of the Mayor.

Oath of Office

Board Attorney, Edward Johnson, administered the Oath of Office for all Board members.

Election of Officers

President Benson presented the slate of officers for 2020.

The proposed slate is as follows:

President: James Benson
Vice-President: Emily DeScenza
Secretary: Susen Edwards
Treasurer: Melissa Fedosh

He asked for nominations from the floor for each position. No new nominations were given. Beverly Weber moved to close nominations. Mary Lou Johnson seconded the motion. All were in favor.

The Secretary cast one vote for the entire slate of officers.

Executive Session

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

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on December 9, 2019, was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

Reports of Officers

There were no 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 the engineering firm of Paulus, Sokolowski & Sartor in the amount of \$2,800.00 was for a report on our new section (children's room and meeting rooms) HVAC systems.

A check written to Swank Movie Licensing USA in the amount of \$451.00 covers our yearly license to show movies.

A check written to Knowledge City in the amount of \$599.00 covers our yearly fee for online classes.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Barbara 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 2019 final Budget Report was provided to Board members. President Benson noted that the report is advisory only.

The rise in New Jersey minimum wage will put an additional strain on our budget. This and other rising costs will force the Library to dip into the Reserve Fund.

A 2020 Monthly Budget Report was also provided to Board Members. Director George noted that a new auditing firm has been approved for the Borough. Our annual audit fee is expected to remain at \$2,750.00.

Circulation Report

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

Circulation was down for December which is to be expected. She corrected the number of new users for November (29), December (11), and for all of 2019 (388). The total user count for 2019 is 4,906. At the time the report was generated, the total fines for 2019 had not been calculated.

Director's Report

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

1. The new intrusion alarm has been installed. Panic buttons have been added in all departments.
2. Background checks are now required for all personnel who work with children. Director George is waiting to receive the new Borough Personnel Manual to see who is responsible for the cost of the checks before completing this task.
3. A five-year capital budget estimate was submitted to the Borough on December 31, 2019. A screen shot of the report was included in this report.
4. Director George attended the new council orientation on December 11, 2019 and met the two new council members.
5. A new dual book drop (books on one side; CD/DVD on the other) is very expensive. Director George believes it is more cost effective to purchase a smaller book drop and a separate CD/

DVD drop. The total cost with shipping is \$6,131.96. DPW will assemble and install the unit and lay the necessary concrete. Money from the Restricted Funds Account could be used to purchase the unit. The Board had no concerns or objections to the purchase.

6. A staff development day is scheduled for Friday, February 7. The topic will be unintentional/implicit bias. The Library will be closed for either a half- or full-day. Director George will hold a staff meeting after the training.
7. Director George reached out to several libraries to learn how they handle internal personnel manuals. The majority are “hybrids”, meaning they have their own manual and go to their Borough manual for items not covered. She believes it would be a good idea to review and update our internal manual.
8. Director George attended the Borough Reorganization Meeting on January 1. The presence of the Library was well-received.
9. Another bulk purge is scheduled for later this week. Once this is done, we can utilize more space in the DVD “Archive Room” for older DVDs and large print books.

Committee Reports

There were no Committee Reports.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends first program, Wise Aging, will be held on January 15. If there is enough interest, the Library will form an ongoing Wise Aging group. The Plainfield Musical Club will perform at the Library on January 26. The money paid to them by the Friends will go toward the Club’s scholarship fund. A Dining Out With the Friends is scheduled at Texas Roadhouse on Tuesday, February 4. Susen handed out flyers to Board members.

Unfinished Business

In addition to purchasing a new book drop (discussed in Director’s Report), a goal for 2020 is to get the Community Room entrance drainage problem fixed.

New Business

The 2020 Capital Budget was presented in the Financial Report.

The CBA (Collective Bargaining Agreement) needs a line-by-line edit. President Benson asked for two volunteers to review and compare the electronic document and hard copy. Beverly Weber and Cathy Ferris volunteered.

Public Discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 8:23 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 10, 2020, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
January 15, 2020

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