

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 24, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, July 24 2017. James Benson, Board President, called the meeting to order at 7:06 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
- Beverly Weber, Vice President
- 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
- X Barbara Ferris, Representative of the Superintendent of Schools
- X 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 June 12, 2017 was made by Susen Edwards and seconded by Dan Gilroy. All were in favor.

A motion to approve the minutes of the Closed Session from the previous Board meeting held on June 12, 2017 was made by Emily DeScenza and seconded by Susen Edwards. All were in favor.

Reports of Officers

President Benson read a letter from Unity Bank stating that presently there are 15 supporters of the Library in the "U Care" Program, and through that program \$353.75 has been posted to our account this month.

### 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.

As the July/August PSE&G bill has not yet been received, and because the next Board meeting is not until September, the Board authorized payment of the bill not to exceed \$4,000.00.

A service contract with Supreme Heating and A/C has replaced the Buist contract. Supreme's fee is almost half of Buist's and they are a local company. They have responded quickly and efficiently to our needs.

A motion for a resolution to pay the bills was made by Barbara Ferris and seconded by Dan Gilroy. 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 Financial Report for was presented to the Board. The carry-over money from 2016 has been included in the current statement. We will have enough money in reserve to carry us through 2018 and 2019. Because a four-year contract with the Union has been accepted, it will be easier for us to budget for the near future.

### Circulation Report

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

Adult and children circulation is up for June, due in great part to summer reading programs. In spite of this, circulation numbers continue to decrease as fewer people borrow books. Library usage, especially in Reference, continues to gain in strength. Our Library is following the nationwide trend. Fines are up for the month mostly due to online payments. Money is available to purchase new material, but space is limited.

### Director's Report

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

1. With the heavy rain last night, there was another ceiling leak. It is still a mystery as to its source. The roofing company says it is not from the roof and Supreme says it's not the HVAC system. President Benson will look into calling someone to investigate the problem. The leak in the Community Room closet has been fixed, but the light fixture has been ruined.
2. There are still problems with the entrance doors to the Library and the Community Room. The new door is still under warranty. The older door has some parts that are outdated. Perhaps repairs can be paid for through a capital expenditure.
3. Combining the security and fire monitoring systems will be more efficient and economical.
4. Adult and Children summer programs have been very well attended. Chrissy George is coordinating volunteer programs such as Read Aloud which are very successful.
5. A four-year Union contract has been finalized.
6. Reference Librarian Mary Toole has completed her successful six-month probationary period. The Board unanimously agreed that she is now an official librarian and an asset to the Library.
7. Because circulation has dropped by approximately 1/3 over the past few years. the work behind the Circulation Desk has slowed. Help is sorely needed in the Reference and Children's Department. Director Ho has also given administrative work to Mary Ann Veit.
8. Director Ho reported that to save money, she will use the existing template when she orders a new supply of adult library cards.
9. Much of the shelving of books and material is currently being done by high school students. This is a complicated job and many students are not mature enough to do the job properly. Director Ho would like this work to be given to college students or regular Library employees.

### Committee Reports

There were no Committee Reports.

### Friends of the Library Report

Friends President, Susen Edwards gave Board members a draft copy of the Fall Newsletter. Two programs are scheduled each month from September through December. This schedule assures that the Friends stay within their budget and does not tax volunteers. With the assistance of Director Ho, Susen created a Gift and Donation policy which now appears on the Friends website with a link to the Library website.

The Board discussed possible solutions to help distribute donated books that cannot be stored. Currently, excess books are sent to Better World Books, but this is labor intensive and the cost of packing tape almost equals the money received from Better World. Options for local distribution were discussed: donate to continuing care facilities, senior centers, Lion's Hospital, etc. This is an area that needs more research.

Susen also informed the Board that she is looking for one or more individuals to take over running the Book Sale and Tricky Tray. Susen will be in school through June, 2018, and does not have the time to run the events herself. She will work with new volunteers and share marketing materials and help orient them to the job.

### Unfinished Business

There was nothing new to report on special projects.

#### New Business

President Benson reported that the 2016 Draft Audit has been received and reviewed and everything seems in order. It was decided that Dan Gilroy should also review the audit and if he agrees that everything is in order then the auditor's bill can be paid.

#### Public Discussion

There was no public discussion.

#### Executive Session

Susen Edwards moved to exit the regular Board meeting and enter into Executive Session. Emily DeScenza seconded the motion. All were in favor.

#### Adjournment

The meeting was adjourned at 8:55 pm on a motion made by Mary Lou Johnson and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 18, 2017, at 7:00 pm in the Community Room.

Respectfully submitted,

Susen Edwards  
Secretary  
August 3, 2017

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