

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 30, 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, July 30, 2018. James Benson, Board President, called the meeting to order at 7:00 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
- X Mary Lou Johnson, Member At Large
- X Cathy Ferris, Member At Large
- Barbara Ferris, Representative of the Superintendent of Schools
- X Emily DeScenza, Representative of the Mayor

Reports of Officers

President Benson and Chrissy George met in June to discuss how to improve the Library's computer network. TK1 Solutions was brought in for an audit.

President Benson introduced Tele Koukourdelis from TK1 Solutions who presented a Network Audit and Review.

Currently, the Library has 36 work stations connected to the network and 11 not connected. Many are old, but all are stand alone PCs. Better coverage for both internal and guest networks are needed. Our firewalls are up to date as are our switches. Cabling needs to be updated, but he was not able to give us a price until more research is conducted.

Tele proposed a new network layout that would extend WiFi evenly throughout the building, including the Community Room. He recommended a new server to centrally manage all users and data; to upgrade existing PCs or purchase new ones at a pace we can afford. His company can install a new wireless system and a wall mounted locked network cabinet.

The new system can track how many patrons are using WiFi. Access codes can change daily and a flash page can be added that allows patrons to accept the terms of the WiFi system. Once approved, it is estimated that the entire job could be completed within 6 weeks.

TK1's recommendations were quoted at \$16,332.00, which included one new PC and a new email program (which the library does not need). The cost would probably be between \$15,000.00 and \$16,000.00. Cabling may add to the cost.

Based on 36 computers, TK1 proposed a monthly maintenance fee of \$1500.00. The company currently services Borough Hall and the Police Department.

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on June 11, 2018 was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

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 was nothing unusual to report. The bill from TK Solutions for the initial audit in the amount of \$1,500.00 was added to the bills and was approved.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Beverly Weber. 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 new 2018 Year-to-Date Monthly Budget Report was provided to Board members. The new format shows the Amount Budgeted, Amount Expended, and Account Balance for each line item. There are

currently three Capital Ordinance accounts. Two of these accounts (\$100,000.00 each) are kept in reserve for HVAC. The third (\$81,343.00) can be used for capital improvements such as the new network system proposed by TK1.

Circulation Report

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

Every area of the Library is busy. With the summer reading programs, circulation in all areas except DVDs is up for the month. Fewer new DVDs have been ordered. This is an area that Director Ho handled and needs to be reviewed.

Magazine subscriptions will be revisited. Some print publications may be deleted in favor of electronic issues through Zinio (now called RBG Digital), and others may be cancelled.

OverDrive allows only one or two patrons to borrow a single book at a time, but it is inexpensive and worth keeping for now. Hoopla still is presenting challenges, but it does allow many people to borrow one publication at a time.

Director's Report

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

Several facility issues occurred, but all have been addressed and are currently under control.

Staff member, Ute Biedermann, is now the first contact in case of emergency as she lives nearby. Chrissy George is second.

No decision has been made to hire a new custodian. Bertha Gonzalez-Ospina is doing a wonderful job cleaning the Library. Chrissy, Christy, and Thomas are setting up chairs for summer programs. We will revisit this issue in September.

There is currently a staff shortage in Reference on Saturdays. The circulation staff has been filling in.

LMxAC has instituted an "automatic renewal" program which, three days prior to due date, automatically renews audio and print books that are not new. One renewal is allowed. This new system will help reduce fines for our patrons.

LMxAC also created several promotional cards to illustrate the point that libraries are more than just books. Chrissy gave copies to Board members.

The Library has been very busy with children's and adults' summer programs. All are running smoothly. There are 58 volunteers this year compared to 47 last year.

Committee Reports

Beverly Weber reported that a cheer basket was given to President Benson after a recent surgical procedure. A basket was also sent to Jennifer Sawirs after the passing of her mother.

Friends of the Library Report

Friends President, Susen Edwards, gave Board members preliminary copies of the Friends Fall Newsletter listing programs from September through December, 2018.

The Friends purchased two wooden magazine racks for the Library. George Repenn, husband of Friends member, Pat Repenn, attached the racks to the ends of bookcases in the main reading area. Chrissy George added that the Library will provide plaques on the racks showing that they were donated by the Friends.

Susen expressed her thanks to Beverly Weber and other Friends members who volunteered at the Memorial Service for Maylein Ho on Saturday, July 21.

Unfinished Business

Copies of the energy audit conducted by PSE&G were given to Board Members. Replacing all existing lighting with LEDs will cost \$29,353.84. PSE&G will contribute a grant of \$20,547.69, leaving a balance of \$8,806.15 which can be paid over 36 months, interest free, at \$244.62 per month.

The audit also showed a monthly savings of \$269.00 per month with the new lighting. In effect, the Library will save an estimated \$24 per month. In addition, switching to LEDs will save the equivalent of six acres of trees or three cars removed from the earth.

PSE&G said the installation will take two days to complete and the Library can remain open throughout.

The Board voted to proceed with the PSE&G Direct Install Program. President Benson will sign the contract on behalf of the library and notify PSE&G.

Discussion on replacing our custodian has been moved to September.

New Business

With the passing of Director Ho and the retirement of the custodian, Larry Schamberger, the Library has a small surplus of funds. President Benson suggested we expand the hours we are open. He moved that the Library open at 11:00 a.m. on Tuesdays and Thursdays, instead of 1:00 p.m. All were in favor. The new hours will begin in September.

President Benson also proposed that the daily book fines be raised from 10 cents to 20 cents per day. Most LMxAC libraries charge between 20 and 25 cents per day. DVD fines will stay the same. All were in favor. The new fines will begin in September.

Board Attorney, Ed Johnson, prepared a Resolution Expressing Condolences to the Family and Friends of Doctor Maylein Ho. Emily DeSczenza made a motion to accept the Resolution. Cathy Ferris seconded the motion. All were in favor.

A copy of the Resolution is attached to this month's minutes.

Public Discussion

There was no public discussion.

Executive Session

Susen Edwards moved to exit the meeting and move into Executive Session. Beverly Weber seconded the motion. All were in favor.

Report from Executive Session

Upon returning to the regular meeting, President Benson announced that the purpose of the Executive Session was to discuss hiring a new Director. Dan Gilroy moved to open the position to eligible in-house employees only. Mary Lou Johnson seconded the motion. All were in favor.

President Benson will post the vacancy in the Library, requesting that resumes be submitted by August 17. All resumes should be mailed to his home.

Dan Gilroy, Cathy Ferris, and Susen Edwards will be on the Personnel Committee.

Melissa Fedosh mentioned that the Board did not take any action on the TK Solutions proposal. The Board voted unanimously to move forward with the project provided that the Borough agrees to pay the monthly service contract.

Adjournment

The meeting was adjourned at 9:21 pm on a motion made by Cathy Ferris and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 10, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
August 1, 2018

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