

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 29, 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, July 29, 2019. James Benson, Board President, called the meeting to order at 7:01 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
- Beverly Weber, 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
- X Emily DeScenza, Representative of the Mayor
- X Christine George, Library Director

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on June 10, 2019, was made by Dan Gilroy and seconded by Emily DeScenza. 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.

There were a large number of checks to be paid due to the combined July/August meeting. The Library participated in Community Day and will also participate in National Night Out in August. Expenses for these events were included in the bills, many of which were taken from petty cash. The Summer Reading Programs also incurred some initial expenses which were also included on the report.

A check for \$500 was written to Blue Tomato Graphics to design a new, more modern logo for the Library. At present only a very poor, small digital copy of our logo exists.

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 Year-to-Date Monthly Budget Report was provided to Board members. Adult Acquisitions and Electric and Gas may be short for the year. Juvenile Acquisitions are on target. The Contingency fund is in negative territory until we receive \$9,000.00 from the Borough to reimburse us for the TK1 Service Contract.

Treasurer, Melissa Fedosh, reported that the UCare Rewards program from Unity Bank needs two more accounts at the bank for reactivation. A minimum of 15 accounts are necessary. We currently have 13.

Circulation Report

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

Adult (including Young Adult) and Juvenile circulation is up for July due to Summer Reading Programs.

No numbers were available for New Users for all of 2019. Director George will investigate this discrepancy.

The Library is currently weeding the adult books which accounts for the large number of Discards for the month. Director George reported that Better World Books will now pick up all discarded books provided we have a minimum of 40 boxes. Better World Books provides the boxes.

Director's Report

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

1. Supreme performed repairs and serviced the HVAC system after a breakdown on June 25. The system is old and in need of replacement, but has been working since their visit on June 27. Our service contract ended on June 30. We are waiting to see if we can be included on the Boro's HVAC service plan.
2. Water is still leaking into the Children's Room. It may be due to damage along the ductwork.
3. The new carpeting quote is \$42,088.34. \$41,602.83 will come from capital funds. The balance of \$485.51 is the Library's responsibility. Installation is targeted for the week of September 9, 2019, and is expected to take three days. Because shelving, furniture, computers, and other items have to be moved before and after the installation, we anticipate the Library will be closed from Monday, September 9, through Tuesday, September 17. If work proceeds ahead of schedule, we could re-open earlier.
4. As many meetings as possible scheduled for the Library's meeting rooms during that time will be moved to the Community Room. Director George plans to reach out to the Recreation Center to see if they can host ESL and perhaps other events. Meetings and classes that cannot be accommodated may have to be cancelled.
5. Leaks are still occurring in Meeting Room A and the Community Room vestibule. Apollo Glass will provide a quote for caulking and sealing all front windows.
6. The annual audit has been completed. The final report will be delivered soon. The auditor indicated that "we did fine."
7. Director George has been attending weekly Wednesday morning meetings with other Boro department heads and Business Administrator, Marcia Karrow. It has been a positive experience both for networking with other departments and getting a good perspective on the community.
8. The Library participated in Community Day and will also participate in National Night Out in August. Due to the excessive heat on Community Day, the Mayor asked the Library to remain open past normal operating hours on Saturday and Sunday, July 20 and 21, as a cooling center.

9. The staff had to call the police last week due to a disruptive patron who presented a threat. A letter was written to the patron, suspending his library privilege for two weeks, due to his violating our Code of Conduct.
10. Another patron complained about our LGBTQ/Pride Month display as it didn't represent her point of view. She suggested several titles that she wanted the Library to order. This situation prompted Director George to draft a Collection Development Policy which will provide clarification for us in situations of this nature.
11. Youth Summer Reading had their kick-off. Two hundred people attended the event. The Library was featured in a *Courier News* article about summer reading.
12. The Adult Summer Reading program has 78 participants. Chair yoga has been very popular with 28 participants.

Committee Reports

There were no Committee Reports.

Friends of the Library Report

Friends President Susen Edwards distributed draft copies of the Fall 2019 Newsletter to Board Members. The final copy will be mailed to Friends members at the end of August. Copies will be available at the Library and on the Friends' website.

Work on the October 19 Tricky Tray and the October 18 and 19 Recycled Handbag and Accessory Sale is continuing. The Friends have received a number of gift certificates and gift items for the Tricky Tray. Debbie Gilroy has generously donated a large collection of handmade jewelry for the Accessory sale, but donations of handbags and other accessories have been scant.

The Friends are in need of volunteers. The Board suggested contacting the National Honor Society and Key Club for high school volunteers for the events.

A business meeting is scheduled for Tuesday, August 6, at 2:30.

Unfinished Business

1. Refer to Director's Report for an update on the roof and window leaks.
2. Director George has put out three requests for quotes for the intrusion alarm upgrade. No one except Fire Control has gotten back to her. Fire Control's quote is \$2,875.00.

3. Boro Administrator, Marcia Karrow, is getting quotes for a new HVAC system. She has flagged it as an emergency. Capital funds in the amount of \$200,000.00 will be used to fund the project. The main HVAC system must be replaced, and it has been suggested that the second system that controls the Community Room, meeting rooms, and children's area be replaced as well.
4. PS&S quoted \$2,800.00 to perform an additional engineering survey for the two air handlers covering the Children's and Community Rooms. The Board approved the expense.
5. Refer to Director's Report for an update of the flooring/carpet replacement.
6. Comprise Smart Pay has been put on hold.

New Business

1. Director George emailed a draft Collection Development Policy to Board members prior to the meeting. All were in favor of approving the policy as written. A copy will be put on our website.
2. The Library is partnering with DPW for "Touch a Truck" on November 9. DPW will allow children to discover their big trucks and equipment and learn how the department benefits the community. An entire day of activities has been planned.
3. Mary Lou Johnson announced that the Quilters are members of "Quilts of Valor." The group has been making quilts for veterans for many years. They are embarking on a new project that will get our community involved. Squares of material can be given to people to put together which will then become part of a quilt. The sewing machines in our Maker Space can be used for the project.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:39 pm on a motion made by Cathy Ferris and seconded by Dan Gilroy. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 9, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
July 30 , 2019

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