

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on June 12, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, June 12, 2017. 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 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
- X Beverly Weber, Vice President
- X Melissa Fedosh, Treasurer
- Susen Edwards, Secretary
- 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
- 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 May 8, 2017 was made by Beverly Weber and seconded by Mary Lou Johnson. All were in favor.

Reports of Officers

There were no reports of officers.

Financial Report/Payment of Bills

The bills for this month and last were reviewed and approved.

There were no unusual expenses for the month.

A motion for a resolution to pay the bills was made by Cathy Ferris and seconded by Melissa Fedosh. 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.”

The updated Financial Report for 2017 was reviewed by the Board. There was a question concerning the negative balance of \$126,349.03 on the report. Director Ho explained that the way the report is constructed that number actually represents the amount spent so far this year out of our total budget.

### Circulation Report

The Circulation Report was presented and reviewed. See the report for further details.

### Director's Report

Director Ho presented the Director's Report, see the report for details.

Some items from the report that were highlighted were:

1. We are still having problems with water leaking in the Community Room storage area. The roofing company inspected the area and could not determine the source of the leak, but stated that it is not from the roof. They suggested that the HVAC company check their equipment.
2. The automatic door opener panel by the library main entrance is still giving us problems. The batteries were replaced but that did not help.
3. The Director attended two meetings this past week and two areas that were discussed in depth were concerns about reduced funding for libraries from the federal level and concerns about global virus attacks. The Director reported that because we upgraded our computers to Windows 10, which is supported by Microsoft, we are relatively safe from virus attacks. However, since Microsoft provides constant updates in order to provide the best protection, she needs to constantly update the individual computers and this is extremely time consuming for her. It would a lot easier if we had a server for the computers and then only the server would have to be updated, but she does not have the expertise to do this herself and we would have to hire someone to do it.
4. The Director reported that the sign regarding the theft of library materials that was required by the State is finished and is displayed at the library entrance.
5. The Director reported that we have been dissatisfied with the service provided by Buist for our HVAC equipment and that we are checking with other companies in the area.

### Committee Reports

There were no Committee Reports.

## Friends of the Library Report

Beverly Weber reported that there are no programs being run for the summer. She also reported that the Friends of the Library will contribute towards the awards for the children's reading program. As always, we are grateful for the generosity and support of the Friends.

## Unfinished Business

The president gave a brief update on the 2017 library projects.

1. The outside lighting along the front walk has been significantly improved.
2. We are waiting on a date from DPW for when they will power wash the building exterior.
3. Regarding the upgrade of the interior lighting, the president contacted PSE&G regarding a grant they offer for this type of project. PSE&G will pay for 75% of the cost and the library would only have to pay 25%, which they could choose to pay in a lump sum or have spread out over 36 months, interest free. This program would also apply to replacing the HVAC system. The PSE&G representative advised that all of the funds for 2017 have been expended, but that we would qualify in 2018.
4. The other projects on our list are being worked on.

## New Business

There was no New Business to discuss.

## Public Comment

There was one member of the public present with a complaint. However, when it was discovered that she had not yet taken her issue to the Director, she was advised to bring the matter to the Director.

## Closed Session

Beverly Weber made a motion for the meeting to go into Closed Session in order to discuss the item listed on the agenda. The motion was seconded by Barbara Ferris and unanimously approved.

The regular meeting was resumed at 8:35pm.

A motion was made by Beverly Weber to approve the tentative contract for the employees of CWA Local 1031 that was discussed during Closed Session. The motion was seconded by Cathy Ferris and unanimously approved.

## Adjournment

The meeting was adjourned at 8:43 pm on a motion made by Melissa Fedosh and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, July 24, 2017, at 7:00 pm in the Community Room.

Respectfully submitted,

Jim Benson  
Board President  
June 14, 2017

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