

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on June 11, 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, April 9, 2018. Jim Benson, Board President, called the meeting to order at 7:03 PM.

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. 100:4-6), 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 the meeting

- X James Benson, President
- X Dan Gilroy, Vice-President
- X Melissa Fedosh, Treasurer
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
Emily DeScenza, Representative of the Mayor
- X Beverly Weber, Member at Large

Approval of Minutes of Prior Meeting

A motion to approve the minutes of the previous Board meeting held on May14, 2018, was made by Cathy Ferris and seconded by Mary Lou Johnson. All were in favor.

Reports of Officers

President Benson read a thank you note from Cathy Ferris thanking the board members for the gift basket when she was ill.

Financial Report/Payment of Bills

The bills that arose since the last board meeting and the current bills for this month and last month were reviewed and approved.

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

The current budget update was reviewed and the overall budget is in good shape.

Circulation Report

The circulation report was presented and showed some a slight decrease in circulation. Acting Director George reported that this is normal for this time of year and that it is expected that circulation will increase substantially over the summer months.

The recent problems with interlibrary loans have been resolved and everything is back to normal.

Director's Report

Acting Director George presented the monthly report on the operation of the Library. See the Director's Report for complete details. Some general items of interest were:

- The new fire alarm was inspected by the Fire Inspector and the Electrical Inspector and was approved.
- The library has been very busy with the start of both the adult and kids summer reading programs. The staff is doing a wonderful job during this busy time.
- We are still having problems with printing from our SAM program. The exact problem has not been diagnosed yet, but they continue to work on it.
- We are having a problem with the new AV system in the Community Room. It has been randomly turning off during use. The staff is troubleshooting some ideas.

Committee Reports

- Sunshine Committee. Beverly Weber reported that she sent “get well” baskets to board members Melissa Fedosh, Cathy Ferris and Dan Gilroy, all of whom were not well last month.

Friends of the Library Report

Beverly Weber reported on the following:

The Tricky Tray and Recycled Jewelry and Handbag sale were very successful. We had over 80 Tricky Tray prizes and received a huge amount of jewelry and handbags as donations. The Tricky Tray netted over \$1,100 and the jewelry sale made over \$2,000 (including \$900 from scrap gold). Since we did so well the Friends decided to donate \$300 towards prizes for the Adult Summer Reading Program, \$400 for the Children's Summer Reading Program and a new magazine rack for the library. The Friends also purchased an outdoor banner that can be used to promote future events.

Susen Edwards sent an article to the Community News thanking all those who donated to the Tricky Tray.

There are a lot of jewelry and handbags left which the Friends will sell and/or raffle at future events. Due to staffing issues the Friends have decided not to participate in the Borough Community Day, but they are looking into participating in National Night Out. Programming is done is done for now and will resume in September

Unfinished Business

- Sewer line repair bill. President Benson contacted the Borough Administrator and was advised that the library should pay the bill and will be reimbursed when the borough gets payment from the Army Corps of Engineers. The bill was included for payment with this month's bills.
- PSE&G Direct Install Grant. President Benson reported that the person who conducted the lighting audit left the employment of the company and there were some issues with his records from the audit. As a result, the audit had to be redone. Mr. Benson met with the company rep on June 1st and the audit was completed.
- Community Room door repair. Mr. Benson reported that he contacted C&M Doors for an explanation about the cost of repairing the door. C&M explained that they do not do repairs on the type of closer that is on the exterior door, so they would have to replace it at a cost of \$3,600. C&M gave us the name of a company that does repair that type of closer, Central Door Co. Mr. Benson contacted Central Doors and they will make a service call to determine the problem with the door. The board discussed and agreed that if a repair is going to be very expensive then it would be better to replace the closer, which is 15 years old.
- TK1 Solutions. President Benson reported that TK1 Solutions completed their initial assessment of the library computer system and they found a number of issues that should be addressed soon so the system will operate to maximum capacity and so the system can be maintained and/or repaired by technicians who are trained and certified. TK1 Solutions will make a full presentation at our July 30th board meeting.
- Custodian replacement. There was a lengthy discussion regarding replacing the custodian after he retires with another custodian OR having a cleaning person and using DPW employees for other custodial work. It was decided that it will be best to replace the custodian. The board agreed that we will begin the hiring process once we get confirmation from the current custodian on his date of separation. It was also agreed that we will try to get a part-time cleaning person to work during the period that we will be without a custodian.

New Business

President Benson advised the board members that there is a discrepancy in the library personnel policy regarding the use of and payment of accumulated sick time. The issue involves the borough disability insurance. The library policy states that a full time employee will receive 50% of their regular pay after their sick time is used and the borough insurance provides for 75% pay. Mr. Benson met with Board Attorney Ed Johnson regarding this and both felt that the employee should receive whatever the borough insurance pays, not more or less. Mr. Benson recommended the policy be changed to reflect this. He proposed the following change to Section X(2)(g), which has been reviewed and approved by Mr. Johnson. This change would be retroactive to January 1, 2018.

The change will read as follows:

The Board of Trustees shall provide temporary disability coverage through the Borough for all full-time employees. This insurance provides a stipulated amount of income (percentage of regular pay) for employees on sick leave or disability, other than those covered by Worker's Compensation. This insurance starts on the eighth (8) consecutive day of disability. Employees may use accumulated sick time in combination with the disability insurance to receive their full salary until all of their accumulated sick time is used. Thereafter, the employee will receive a percentage of their full salary as provided by the Borough disability insurance policy for the remainder of the period covered by the insurance.

After some discussion a motion was made by Cathy Ferris and seconded by Barbara Ferris to approve this change. All were in favor.

Adjournment

The meeting was adjourned at 8:48 PM on a motion made by Cathy Ferris and seconded by Beverly Weber.

The next meeting of the Board of Trustees will be held on Monday, July 30th, at 7:00 PM, in the Community Room of the Library.

Respectfully submitted,

James L. Benson
Acting Secretary
June 11, 2018

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