

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on June 10, 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, June 10, 2019. 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 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
- 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
- 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 May 13, 2019, was made by Emily DeScenza and seconded by Cathy Ferris. All were in favor.

Reports of Officers

President Benson reported that he met with the new Borough Business Administrator, Marcia Karrow on May 30. President Benson spoke to her about our HVAC system and the importance of getting specs done to replace the old unit when the need arises.

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.

Two checks were written to Supreme Heating and A/C in the amounts of \$110.50 and \$231.00 A check was written Fire Control Electrical Systems for \$157.50. These three checks were for service calls, not for maintenance contracts. A check for \$1,000.00 was paid to Blackwell Consulting for staff training. There were no other unusual expenses.

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 Year-to-Date Monthly Budget Report was provided to Board members. The error in Salary that appeared in the May, 2019 report has been corrected. There is some concern that the Library may show a deficit for the year in Electric and Gas. The balance for Capital Ordinance #C-04-14-832-000-086 has been adjusted to \$41,602.83.

President Benson reported that he is working on a budget forecast for 2020.

Circulation Report

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

The June number for Juvenile ILL's is down significantly. This is a positive sign, indicating that more books are available at our Library and do not need to be brought to us from other locations.

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

OverDrive is down for the month. This is because only one copy of current best sellers is available for loan. Patrons often don't want to wait and get the books from other sources.

Director's Report

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

1. Allstate Interiors provided a quote for new carpeting for the Library. More will be discussed under Unfinished Business.
2. While investigating a leak in the Children's Room, Supreme found a cracked heating coil. Supreme quoted \$4,600.00 for parts and labor. In order to comply with public government purchasing rules and laws, a second quote is necessary for projects exceeding \$1,000.00 (unless the company performing the work is under state contract). We are required to accept the lower bid. This can be challenging because both quotes need to be identical in their specs. Often this does not happen as companies provide different information, different parts, and different types of systems.
3. Meeting Room A has been cleaned and was used for a Borough meeting. It is not yet available for public use. Glazing is necessary to repair seepage of water through the window borders in the room.
4. Elite Electrical installed a separate circuit for the server. Payment will come from Capital funds.
5. Two endcap panels have arrived and will be attached. Director George's goal is to have all endcaps installed by October.
6. A second quote is necessary for the replacement of the intrusion alarm system.
7. Decluttering has been put on hold for the summer.
8. The annual audit is coming up in the next few weeks.
9. Due to a large budget shortage, LibraryLinkNJ (company providing InterLibrary Loans) will begin charging. Their rate will be \$764 per year with four weekly stops.
10. The Board agreed to let the Board of Education use a meeting room for a mediation.
11. Youth Summer Reading had their kick-off which was well-attended. Maureen Donahue, Youth Services Librarian, has been busy promoting the Library and children's activities.
12. Mary Toole, Reference Librarian, has a number of upcoming summer programs, including an Adult Summer Reading program.

Committee Reports

Beverly Weber reported that the Sunshine Committee sent a basket to Barbara Ferris's husband after a recent medical procedure.

Friends of the Library Report

Friends President Susen Edwards reported that the Fall 2019 schedule is set and will include many musical programs.

Work has begun on the October 19 Tricky Tray and the October 18 and 19 Recycled Handbag and Accessory Sale. One of the most active Friends volunteers has experienced some health issues and has been unavailable to help with the events, leaving the group short-handed. Susen reported that she and her husband, Bob, have solicited a number of businesses for donations. Ute Biedermann has been very busy taking care of paperwork and other details for the events.

Donations are currently being accepted for both events.

Unfinished Business

DPW has been extremely busy and has not had time to begin May's Memorial Garden or to finish the outside landscaping. We need to be patient and know they will get to it when they have the time.

As per Borough regulations, the intrusion alarm upgrade has to be put on hold until we receive a second price quote.

All roof/leaking issues are currently under control.

Allstate Interiors quoted \$42,088.34 to re-carpet the Library. The entrance will have a special carpet designed to remove debris from patrons' shoes. The DVD area will be resurfaced with a laminate which will be easier to maintain than carpet. The rest of the Library except for the children's area will be re-carpeted with "squares" which can be easily replaced if damaged. The funds will come from Capital Ordinance #C-04-14-832-000-086. We need to investigate whether a second quote is necessary since Allstate is contracted with the State.

Susen Edwards made a motion to replace the carpet as described above. Barbara Ferris seconded the motion. All Board members voted in favor the motion with the exception of Mary Lou Johnson. The motion carried.

New Business

Director George introduced the Board to Smart Money Manager, a money management software system from Comprise (the company that manages our patron software from LMxAC). Currently, there is no accounting for payments that come into the Library (fines, faxing, printing, etc.). This system would provide POS (Point of Service) to track all transactions. Director George presented

two payment options: the first spreads the payments over five years; the second requires a larger up-front payment. Included in the quote were licensing fees, service contracts, updates, as well as fees for taking credit card payments.

If we decided to accept credit cards, we would have to have a minimum payment per transaction. The system would charge is 2.49% per transaction, plus 20 cents per authorization. Director George needs to get adjusted costs for the system without credit card processing.

Comprise has a contract with LMxAC, so we need to research whether a second price quote would be necessary.

The Board agreed to reexamine the system after receiving the above-mentioned adjusted price quote.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:47 pm on a motion made by Cathy Ferris and seconded by Emily DeScenza. All were in favor.

The next meeting of the Board of Trustees will be on Monday, July 29, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
June 11 , 2019

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