

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on March 13, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, March 13, 2017. Beverly Weber, Board Vice-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 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

- James Benson, President
- X Beverly Weber, Vice President
- X Melissa Fedosh, Treasurer
- X 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
- 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 February 13, 2017 was made by Cathy Ferris and seconded by Mary Lou Johnson. 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.

Each year, the Borough has put \$100,000 aside for replacement of the HVAC system. Director Ho reported that in 2016, close to \$8,000 was spent on repairs to the HVAC system. In 2016, \$100,000 was set aside under capital funding, but not specifically for a new HVAC system, so we should be able to get reimbursed for the 2016 repairs from these funds. We may also be able to spend some of the money on building improvements such as replacement carpet, upgraded internet wiring, and LED lighting.

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

Because it is early in the year, no Financial Report was presented to the Board.

Circulation Report

Director Ho gave the circulation report. See the Circulation Report for details.

Overall circulation is down almost 10% from the same month last year, but there has been a large increase in children’s circulation. This is due in part to the Winter Bingo program. Children are bringing their parents to the Library and as a result, the number of new users has more than doubled from the same month in 2016. Even though circulation is down overall, the Library continues to attract many patrons. Fines for the month were down.

Director’s Report

Director Ho presented her monthly report for March on the operation of the Library. See Director’s Report for details.

DPW responded immediately to a new leak in the center of the children’s room. Last month’s flooding in the staff restroom remains an ongoing challenge. DPW and the plumber both responded to the restroom emergency in a timely manner.

The Army Corps of Engineers has begun work on the land behind the Library. A fence has been installed to confine the area. We need to remember that this is a multi-year project. Fortunately, our butterfly bush is still intact.

Mayor DiMura has been very supportive of the Library, and it is hoped that we will continue to get additional service from the Borough through his administration.

Chrissy George met with a representative from Baker & Taylor to discuss expanding our e-content. At this time, a number of mergers are taking place within the industry and things are in flux. Because of this, we will need to put our “e-project” on hold until things get straightened out. Director Ho pointed out that we will own the licenses for whatever electronic items we purchase, but not the actual material.

An incident occurred with a patron at the Library that required police intervention. The police responded immediately and handled the situation. The patron was removed and the police asked if this person should be barred from the Library. Director Ho said the Board must make that decision. The Board decided that the situation should be discussed with President Benson prior to making any decision. An incident report was filed. Director Ho realized that a policy needs to be created for handling this type of situation and the staff needs to be trained on how to respond.

Director Ho presented a formula to determine the number of vacation hours each employee will receive for their birthday. It is based upon the number of work hours they are scheduled per week.

Committee Reports

Beverly Weber and Pat Rodgers brought a basket to Rosalyn Strauss from the Sunshine Committee. She will be out of work until April when she hopes to return.

Friends of the Library Report

Friends President, Susen Edwards, read a letter from the Middlesex Heritage Quilters thanking the Friends for their help and support with the Quilt Raffle. The Quilters donated \$250 to the Friends which will pay for the program on Frank Sinatra scheduled for March 22, 2017.

The Friends program held on Sunday, March 12, was paid for in part by a grant from the NJ Council for the Humanities. One of the requirements of the grant is that the Friends send letters to the Mayor and state political representatives inviting them to attend the program. Mayor DiMura and US Senator Cory Booker are the only ones who have ever responded. This time, Susen received a letter from Senator Booker complimenting the Friends and the Middlesex Public Library on the work they do for the community. Susen read the letter at the March 12 program and to the Board. A copy has been placed on the Friends bulletin board.

The annual Tricky Tray and Book Sale are coming up the first weekend in May. Donations are currently being solicited for the Tricky Tray. Book donations will begin the week prior to the sale. Last year, the number of books donated was down and as Susen pointed out, the books currently for sale in the lobby are not as good as they used to be. This goes along with the decline in circulation.

Unfinished Business

The draft for the Welcome Message/Code of Conduct display sign is still in progress. Notary service has begun.

New Business

The new scanner is now available for public use. The reference department is available to assist and support patrons.

Due to the impending blizzard, the Library will be closed on Tuesday, March 14. All programs are cancelled. It is too early to determine whether the Library will be open on Wednesday, but the Quilters' Wednesday meeting and the Wednesday morning children's programs have been cancelled.

Public discussion

There was no public discussion.

Closed Session

There was no closed session.

Adjournment

The meeting was adjourned at 7:45 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, April 10, 2017, at 7:00 pm in the Community Room.

Respectfully submitted,

Susen Edwards
Secretary
March 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.