

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on March 12, 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, March 12, 2018. Dan Gilroy, Board Vice-President, called the meeting to order at 7:04 p.m.

Announcement of Compliance with Open Public Meeting Law

The Vice-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

James Benson, President

X 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

Election of Officers

Election of Officers took place at the January, 2018 meeting. No further discussion or action was necessary.

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on February 12, 2018 was made by Beverly Weber and seconded by Susen Edwards. 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. Very few bills were listed for the month. A bill for books from Baker & Taylor should be coming in very soon.

Susen Edwards noted that the \$250.00 check written to Jamie Novak from the Special Program account was not delivered as Ms. Novak's program was canceled due to snow. The program has been rescheduled for May 16, 2018. The check will be returned to the Library and reissued May 1.

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.”

A 2018 year-to-date Financial Report was presented to the Board.

Circulation Report

Chrissy George gave the circulation report for March. See the Circulation Report for details.

Circulation of printed material is up from January in both Adult and Juvenile categories. The overall circulation is down from previous years. This follows the national and local trend as more patrons turn to electronic material.

Director's Report

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

1. No leaks have occurred as a result of the recent weather conditions, but Chrissy will continue to monitor the building.
2. Chrissy completed the annual state aid report. This report covers every detail of Library operation and determines how much funding we will receive from the State.

A new statewide delivery service is currently out for bid. Once in place, the staff will be trained to learn the new system.

3. Hard copies of tax forms are not available from the government as they were in the past. This presents a challenge for some of our patrons. The staff continues to work diligently to assist our patrons who often have to pay to copy the forms that the Library has on hand.
4. Because of Director Ho's absence, the updating of computers has been put on hold. This does not present a problem at this time.
5. New Business: The Borough Health Department has been conducting food handler training courses in the Community Room. They charge \$25 per person for the course. The fact that they are collecting money may go against our policy for the Community Room. After some discussion, the Board felt that we should continue to allow the Health Department to use the room because: the County requires the Health Department to charge; the Department is not making money from the courses; the courses are a service to our community; the Health Department is a branch of the Borough which supports us and we want to support them.

Chrissy expressed some of her concerns regarding Director Ho's absence. Director Ho has been purchasing DVDs, office and janitorial supplies through her personal accounts. It is prudent going forward to set up new accounts through the Library. This was discussed during a conference call between Jim Benson, Beverly Weber, Dan Gilroy, Susen Edwards and Chrissy George.

Chrissy has received approval from LMxAC to attend monthly directors' meetings during Director Ho's absence.

Chrissy also expressed concern about the summer children's programs. She feels it is important to continue at the pace established last year, but without any updates from Director Ho as to when or if she will return to work, it is difficult to plan. Fortunately, Chrissy has the support of the staff. Morale has been very good, and everyone is pitching in to support Chrissy and to make sure the Library continues to operate successfully in Director Ho's absence.

Committee Reports

Beverly Weber reported that a card was sent to Director Ho from the Board. The Sunshine Committee would like to send flowers, but hesitates since there has been no communication from Director Ho as to her whereabouts.

Friends of the Library Report

Friends President, Susen Edwards reported that the March 7 program was canceled due to weather issues. It has been rescheduled for May 16.

Bob Edwards will donate his time and present his musical quiz program, "What's That Tune?" on March 21.

The Friends met earlier in the day to organize the donated jewelry for their Recycled Jewelry Sale which will be held on May 11 and 12.

A Tricky Tray will also be held on May 12. Donations are currently being solicited from area businesses, restaurants, and service professionals.

Unfinished Business

There has been no update on the insurance question regarding Friends programs.

New Business

See "New Business" in Director's Report.

Public Discussion

There was no public discussion.

Executive Session

Beverly Weber moved that the Board enter Executive Session. Cathy Ferris seconded the motion.

Return to Regular Meeting

Barbara Ferris moved that during Director Ho's absence, Chrissy George be given the title and authority of Acting Director and a monthly stipend of \$500. The motion was seconded by Mary Lou Johnson. All were in favor.

A Resolution declaring Chrissy George Acting Director with a monthly stipend of \$500 was prepared by Library Board Attorney, Edward Johnson, is attached as an addendum to these minutes.

Adjournment

The meeting was adjourned at 8:17 pm on a motion made by Melissa Fedosh and seconded by Emily DeScenza. All were in favor.

The next meeting of the Board of Trustees will be on Monday, April 9, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
March 20, 2018

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