

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on March 11, 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, March 11, 2019. 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
- 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 February 11, 2019, was made by Beverly Weber and seconded by Susen Edwards. All were in favor.

Reports of Officers

Secretary, Susen Edwards, read thank you notes she wrote to Frank Bozzomo from Jozanna's Restaurant and Jay Amin from Dunkin' Donuts. Both generously provided food for the Staff Appreciation Dinner held on March 1.

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. Money from the Restricted Funds Account has been used to purchase new furniture, equipment for the new Makerspace, and for other improvements to the Library.

Nearly all supplies are now being purchased through Demco, The Library Store, BroDart, Staples, and Amazon. This has made purchasing simpler and more efficient.

A motion for a resolution to pay the bills was made by Beverly Weber 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.”

A Year-to-Date Monthly Budget Report was provided to Board members. Director George said that a new hydraulic door closure for the main entrance has been purchased from Capital Ordinance #C-04-832-000-086.

Circulation Report

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

Adult book circulation was down for the month of February. This could be due to closures for holidays and snow. Audio book and Juvenile circulations are up. Juvenile Inter-Library Loans from other libraries are down which means more books are now found at our Library. Children's programs began in February. Fines were up for the month.

Director's Report

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

1. Most of the painting has been completed by DPW. Window trim and the long hallway near the front of the building is scheduled to be painted this Friday.

2. Most of the new furniture has come in, including a new paperback spinner and new audiobook racks. The new racks can hold 1,300 audio books and are more user friendly.
3. The new reference desk has space for two reference librarians and also provides more room for the Young Adult collection. A new couch has been purchased for the children's area.
4. DPW is arranging for areas of our roof to be resealed. This is covered under the warranty from Carlsisle Total Roofing.
5. The fourth bulk pickup of trash is scheduled for next week, bringing Room A closer to becoming a functioning classroom.
6. Tech upgrades have been completed. Patron WiFi is working well, but the internal/staff WiFi is still troublesome.
7. Primepoint Time Management has been implemented. This new electronic timesheet management system tracks sick and vacation hours as well as hours worked.
8. Makerspace is planning to debut March 23. The Open House will run from 11:00 a.m. - 2:00 p.m. Director George asked Board members to "like" the posting on YouKnowYoureFromMiddlesex Facebook page.
9. Deborah Blackwell provided a successful staff training on Friday, February 15.
10. Youth Services Director, Maureen (Mo) Donohue, has scheduled five programs per week and is networking with school librarians.
11. Reference Librarian, Mary Toole, reported that the IRS has not yet gotten tax forms to us. She is in the process of planning the summer reading and other summer programs.

Committee Reports

On behalf of the Sunshine Committee, Beverly Weber thanked the Board for their participation in the Staff Appreciation Dinner.

Friends of the Library Report

Friends President, Susen Edwards, reported that the Wine Tasting scheduled for March 21 has not gotten many reservations. The event will still take place.

Texas Roadhouse has offered a Dining Out to the Friends. On April 30, between 4:00 - 10:00 p.m., diners who present a flyer to the restaurant will have 15% of their check donated back to the Friends. That night is also Kids' Night.

The Friends have a business meeting planned for Tuesday, March 12.

Unfinished Business

It is hoped that DPW will complete the painting of the Library this Friday.

We now have 9 functioning adult computers. Memory and hard drive upgrades have been completed. Some additional costs were incurred and were paid from the Restricted Funds Account.

Director George gave Board members copies of the Fire Alarm Quote Agreement from Fire Control Electrical Systems, LLC. The total cost to replace and upgrade the current burglar alarm system, including installation, is \$3,550.00. Cellular communications costs an additional \$25.00 per month, and will provide an app that can give us a means for remote arm/disarm. This cost can be added to the monthly service contract (currently paid for by the Borough). The current cost is \$1,580.00 per year. With the app, it would increase to \$1880.00.

Dan Gilroy made a motion to accept the quote. Susen Edwards seconded the motion. All were in favor.

New Business

Director George provided Board members with the proposed Makerspace/The Maker's Nest Policy. Everyone who uses the Makerspace must sign a waiver. Parents must sign for children under 18 who participate. Waivers will be valid for one year.

Dan Gilroy made a motion to accept the waiver which will be amended to include Bullets 1 and 2 copied into the Minor Waiver. Children under the age of 13 must have a parent or guardian present. Ages of all children must also be included on the Waiver. Melissa Fedosh seconded the motion. All were in favor.

Director George reminded Board members that Financial Disclosure Statements are due by April 30, 2019. She will email the link to everyone.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:14 pm on a motion made by Cathy Ferris and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, April 8, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
March 12, 2019

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