

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on March 9, 2020

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 9, 2020. Emily DeScenza, Board Vice-President, called the meeting to order at 7:00 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 Emily DeScenza, Vice-President

X Melissa Fedosh, Treasurer

X Susen Edwards, Secretary

X Mary Lou Johnson, Member At Large

X Cathy Ferris, Member At Large

Beverly Weber, Member At Large

X Barbara Ferris, Representative of the Superintendent of Schools

X Dina Healey, 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 10, 2020 was made by Cathy Ferris and seconded by Susen Edwards. All were in favor.

A motion to approve the minutes of the Executive Session held on February 10, 2020 was made by Cathy Ferris 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.

A check in the amount of \$5,576.16 was paid to the pension system for Ute's back pension payments.

A check in the amount of \$1,123.52 was paid to Bro Dart for the new book drop.

TK1 Solutions was paid \$12,420.00 for our twelve-month service contract.

A motion for a resolution to pay the bills was made by Dina Healey and seconded by Susen Edwards. 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 Budget Report was provided to Board members. The Contingency Fund is \$1,502.08 in arrears. The service contract for TK1 Solutions was paid from this account.

There is \$81.15 left in Magazines and Newspapers as all new subscriptions have been paid through March, 2021.

Director George brought a Revised 2020 Proposed Budget to the attention of the Board. The Borough has agreed to increase the amount given to the Library from \$518,786.26 to \$527,000.00. Rather than the Borough paying our service contracts, they are giving us the funds directly. An account entitled, Maintenance Contracts, has been created and \$14,000.00 has been put into this account. This will cover our yearly service contract fees of \$13,394.00, and will cover the payment to TK1 Solutions.

Melissa Fedosh moved to approve the Revised 2020 Proposed Budget. Mary Lou Johnson seconded the motion. All were in favor.

### Circulation Report

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

Magazine circulation was down for the month due to the fact that not all magazines had been received.

Children's programs began in February, but the number of programs and attendees does not appear on the report. It will be corrected on the next monthly report.

No money has been taken in for faxing as the phone system is still down.

Everything else is on target 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. The new VOIP phone system has arrived. Each phone needs to be programmed remotely which TK1 is currently handling. Installation should take place within the next week.
2. We are switching from Optimum to Verizon for phone service and from Optimum to FIOS for internet.
3. The new book drops have arrived. DPW has been understaffed and very busy, so installation has been put on the back burner.
4. The HVAC system is scheduled to be delivered at the end of March. We are looking at sometime in May for installation. The Library will need to be closed for three days.
5. Youth Services Librarian, Maureen Donohue, has resigned. Her responsibilities have been delegated to other employees. Two resumes for the position have been received, and the candidates will be interviewed.
6. Staffing for the Children's Department is in place for the summer in the event a new librarian has not been found by that time.
7. Coronavirus prep has been instituted. Information sheets and handouts from the CDC website are posted throughout the Library. Additional soap, antibacterial lotion, and wipes have been purchased and placed around the Library. Toys have been removed from the toy area and the Maker-space is closed at this time. Children's programs are on schedule through the end of March. We are currently considering postponing other special events.
8. Discussion is underway regarding talks on the importance of the 2020 Census.

9. Month two of the Adult Reading Challenge is in progress. The program continues to be popular. Small group computer lessons and a Wise Aging program have begun.

### Committee Reports

Susen Edwards reported that a farewell basket was delivered to Maureen Donohue on her last day of work. She was pleased to have been recognized for her good work.

### Friends of the Library Report

The Friends will have two bake sales this spring: April 11 (the day before Easter) and May 9 (the day before Mother's Day). Director George and several Board members have graciously volunteered to bake for the event. There is some concern about the Coronavirus. The Friends will monitor the situation and reschedule if necessary.

The Friends concert on March 1 was standing-room only. Three more programs are scheduled for the spring.

### Unfinished Business

The CBA Review has not been completed.

The Community Room entrance drainage problem has been put on hold.

### New Business

The revised 2020 budget was discussed under Financial Report/Payment of Bills.

### Executive Session

There was no executive session.

### Public Discussion

There was no public discussion.

### Adjournment

The meeting was adjourned at 7:52 pm on a motion made by Barbara Ferris and seconded by Dina Healey. All were in favor.

The next meeting of the Board of Trustees will be on Monday, April 13, 2020, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
March 11, 2020

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