

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on May 8, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, May 8 2017. James Benson, Board President, called the meeting to order at 7:25 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

- X James Benson, President
- X Beverly Weber, Vice President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
 - Dan Gilroy, Member At Large
 - Mary Lou Johnson, Member At Large
 - 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 April 10, 2017 was made by Barbara Ferris and seconded by Susen Edwards. All were in favor.

Slide Show Presentation

Theresa, one of the part-time librarians, presented a Power Point slide show that will soon be used on a dedicated monitor, and in part as screen savers on the public computers in the Library. The slides will change periodically to update patrons on news, events, and services offered by the Library. Some of the current slides included information on Zinio (for downloading magazines), Hoopla (for streaming movies), and E-Library NJ (for downloading books). Other slides included

information about our Notary service, ESL classes, Children's Summer Programs, the Friends Amazon Smile program, and upcoming Board meetings. There will also be a slide called "Getting to Know Your Librarian."

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.

There were no unusual expenses for the month.

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

The first Financial Report for 2017 was presented to the Board.

Circulation Report

President Benson gave the circulation report. See the Circulation Report for details.

There was a drop in circulation for the month of April, but the numbers are higher than they were in January and February. Fines are lower than in March. Technology usage was down, however we are still seeing new users. Attendance in the meeting rooms continues to be strong.

Director's Report

Director Ho is in Taiwan for an extended visit, so there was no Director's Report.

Committee Reports

There were no Committee Reports.

Friends of the Library Report

The Friends had their annual Used Book Sale May 4 - 7 and third annual Tricky Tray on May 6. Book donations and sales were down from the previous year, but the sale still grossed \$933.75. The

Friends had 54 prizes for the Tricky Tray which grossed \$1,470.00 and netted \$1,283.16. The event was well attended and generated community awareness for the Friends and the Library.

Unfinished Business

The Library Code of Conduct policy/sign is not yet finalized.

New Business

President Benson reported that the Library will receive the minimum amount of money allowable by law from the Borough. Approximately \$66,000 will need to be withdrawn from the Capital Savings and the Unity Bank accounts to meet expenses for 2017. The projections for 2018 show that between the money received from the Borough and the balance in the Capital Savings and the Unity Bank accounts, we should be able to continue operations. For 2019, the Library will need to receive more than the minimum from the Borough in order to stay viable.

The Library's fire and security alarms will now be handled by the same contractor. The existing alarm system can be used and the rate will be less expensive.

Public Discussion

There was no public discussion.

Closed Session

There was no closed session.

Adjournment

The meeting was adjourned at 8:43 pm on a motion made by Barbara Ferris and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, June 12, 2017, at 7:00 pm in the Community Room.

Respectfully submitted,

Susen Edwards
Secretary
May 10, 2017

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