

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on May 14, 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, May 14, 2018. James Benson, Board President, called the meeting to order at 7:31 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 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

- X James Benson, President
Dan Gilroy, Vice President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X Beverly Weber, 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 9, 2018 was made by Beverly Weber and seconded by Susen Edwards. All were in favor.

Reports of Officers

President Benson reported that the fire suppression system has been updated and paid for from the 2013 Capital Budget Account. The cost for the system was \$7,130.00.

President Benson also reported that the Library budget has been approved by the Borough. The Library will receive \$494,095.00.

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 was nothing unusual to report.

A motion for a resolution to pay the bills was made by Barbara Ferris 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 2018 year-to-date Financial Report was presented to the Board.

Circulation Report

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

The circulation of DVDs is down for the month. This could be attributed to Director Ho's absence and the addition of fewer titles to the collection. Circulation in YA is down probably because very few new books have been released recently.

Zinio, our digital magazine resource also had a lower circulation for the month. They are in the process of transferring to another format and were unavailable during the move.

Director's Report

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

1. Rick Scott will be coming to fix the Community Room door soon.
2. In Director Ho's absence, Clare Levourne from Rutgers has volunteered to take over the gardening.

3. The printing problem between Microsoft Edge and our SAM program module is a continual issue due to the constant updates from Windows 10. Comprise, the company that created SAM, is looking for a solution
4. The new fire suppression system has been installed. Due to the digital format, monitoring is more expensive.
5. Acting Director George reported that she has a lot of help for her summer children's programs. A flyer listing the 2018 programs was given to Board members. A new program, Thankful Thursdays, will provide children with an awareness of local charities and give them an opportunity to make care kits or crafts for the groups in need.

Reference Librarian Mary Toole reported that there are many activities for adults this summer including chair yoga, a concert, Adult Maker Space, and the Adult Summer Reading program.

Committee Reports

Beverly Weber reported that several baskets will be donated to Board members who have been ill and one who has experienced a family loss.

Friends of the Library Report

Friends President, Susen Edwards reported that the Tricky Tray and Recycled Jewelry and Handbag Sale held on May 11 and 12 were very successful. The Tricky Tray grossed \$1,609.00 and is expected to net around \$1,200.00 after expenses. Over 80 prizes were donated.

The Jewelry and Handbag Sale was well received and grossed \$1,834.00. The Friends are grateful to the entire Middlesex community who generously donated to the fundraiser. Friends volunteers did a wonderful job setting up and staffing the event. Visitors were impressed with the professional appearance of the sale.

Wednesday, May 16, is the last program until September. Leftover handbags will be sold at 50% off at the program.

Some jewelry has been donated to the Rescue Squad for their garage sale; some has been given to the Children's Department to be used as prizes. The rest will be stored for future use.

Unfinished Business

The Borough and Library insurance does not cover the Friends. Glen Kurtz is looking for a low-cost liability insurance policy for them.

The energy audit has been completed by PSE&G. The results are not yet in.

The sewer line repair has been completed. The Army Corps of Engineers is responsible for the bill, but the Library may pay it and get reimbursed by the Corps.

New Business

Due to Director Ho's absence, no computer maintenance has been done. Chrissy George and Jim Benson met with TK1 Solutions, an outside tech support company hired by the Borough. They reported our computer system is in disarray. For a one-time fee of \$1,500.00 they will get it straightened out. Future work, either by phone or in-person is \$135.00 per hour. Work can begin as early as Friday, May 18.

Susen Edwards made a motion to hire TK1 Solutions for \$1,500.00. Barbara Ferris seconded the motion. All were in favor.

The Borough informed us that our custodian plans to retire July 1. We have two options: hire a new custodian or hire a cleaning person/service and have DPW do the heavy work. This issue will be discussed further at the June Board meeting.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:30 pm on a motion made by Beverly Weber and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, June 11, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary

May 16, 2018

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