

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on May 13, 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, May 13, 2019. James Benson, Board President, called the meeting to order at 7:08 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
- X Dan Gilroy, Vice President
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
- 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 April 8, 2019, was made by Beverly Weber and seconded by Barbara Ferris. All were in favor.

Reports of Officers

President Benson thanked Vice-President Dan Gilroy for running the meetings in his absence. He also thanked Director George for doing an excellent job organizing and overseeing the painting and upgrading of the Library.

Secretary Susen Edwards read a note from Emily and Joe DeScenza thanking the Board for their support and gift basket after the passing of her mother.

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 from the Contingency Fund in the amount of \$6,900.00 was paid to TK1 Solutions to cover their maintenance and service contract. This amount will be reimbursed by the Borough.

Two checks were written to Approved Fire Protection. The first, \$350.00, was to clean and inspect the range hood in the Community Room. The second, \$702.35, was to update and inspect the chemical fire protection system.

A check for \$424 was written for roofing repairs as the job was not covered under our warranty. There were no other unusual expenses.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Dan Gilroy. 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. The Contingency Account is low due to the payment to TK1 Solutions. An error in the Salary Account was noted and will be corrected.

Circulation Report

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

Adult and Juvenile book circulation was strong for the month of April and significantly higher than in 2017 and 2018. Magazine circulation is down, but RBDigital (digital magazines) is growing in popularity. Hoopla is strong with increased usage. OverDrive is down for the month.

Director's Report

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

1. DPW has begun redoing our landscaping to compliment that of Borough Hall. The cost will come out of the Borough's Buildings and Grounds budget. Once this is completed, work will begin on May's Memorial Garden.
2. The sink in the children's bathroom is loose. The bathroom will be closed until the sink can be fixed.
3. The roofing issue has been fixed.
4. We are still waiting for a part for the new burglar alarm system.
5. A quote has been received from Elite Electrical to install a dedicated circuit line for our server. The work should begin in a few weeks.
6. Makerspace hours have been changed to accommodate more summer programs.
7. Meeting Room A should be ready for summer computer classes.
8. A temporary assistant has been hired to help with summer programming and to oversee an inventory project.
9. Donations from the 3D printer filament costs will be given to the Shade Tree Commission to help offset the environmental footprint of the increased plastic use.
10. A staff development program is scheduled for June 14.
11. Director George hopes to obtain a few picnic tables for the staff to enjoy lunch breaks outdoors.
12. Both adult and youth departments are very active and getting ready for summer programming.

Committee Reports

Beverly Weber reported that the Sunshine Committee has not sent any baskets in the past month.

Friends of the Library Report

The final spring program for the Friends was on Wednesday, April 17. The Friends will prepare for a Fall Tricky Tray on October 19, and a Recycled Handbag and Accessory Sale on Friday, October 18 (also Preview Night for the Tricky Tray), and Saturday, October 19. Donations are currently being accepted.

The Friends have a business meeting scheduled for Tuesday, May 7, at which time plans will begin for the October 19 Tricky Tray and Recycled Handbag and Accessory Sale.

Unfinished Business

The building and grounds are the property of the Borough and are being maintained by DPW. They are putting in new landscaping to conform with that of Borough Hall. DPW hopes to start on May's Memorial Garden soon. It will probably be completed in the Fall.

The intrusion alarm upgrade will be completed soon. We are currently waiting for a part.

It is hoped that our server can be put on a dedicated line soon. This can be paid from Capital Ordinance #C-04-832-000-086.

New Business

There was no new business.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:16 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 10, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
May 14 , 2019

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