

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on November 13, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, November 13, 2017. James Benson, Board President, called the meeting to order at 7:02 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
- X Dan Gilroy, 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

Report by Chrissy George on Children's Library Issues:

Chrissy presented a report on the Summer Reading Program. See the Report for details.

The actual number of books read was significantly less than in previous years. This was due in great part to the "Build A Better World" game board challenge designed by Chrissy. The game board focused on good citizenship and other activities besides reading. Quality, not quantity was emphasized, as a fixed number of activities were assigned. A raffle ticket was given for each square completed on the board. Chrissy has been asked to do a presentation on her program at the NJLA Conference in May, 2018.

Program numbers were much higher this year. There were many new faces. Out of the 56 top readers, 41 were new to the program.

Chrissy felt her biggest success was the Volunteer program. Of the 45 volunteers, 32 were new to the program.

The Awards Ceremony was held on November 2. All 110 children invited to the event attended. The Middlesex Elks donated their facility for the program and the Friends of the Library donated the 56 medals and 44 trophies.

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on October 9, 2017 was made by Dan Gilroy and seconded by Cathy Ferris. All were in favor.

Reports of Officers

Treasurer Melissa Fedosh read a letter from Unity Bank stating that as of September 29, 2017, the Library had 15 supporters in the U-Care program. A total of \$357.47 has been received from the bank.

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.

No unusual bills were noted. Director Ho brought attention to the \$798.98 bill from the *Wall Street Journal*, stating that it was for a two-year subscription. Even though it is very expensive, the paper is in high demand.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Barbara Ferris. 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 Financial Report was presented to the Board. Some of the funds in Capital Savings and all of the funds in Unity Bank will probably be used to offset the shortage in the 2018 budget. Director Ho expects approximately \$15,000.00 to be carried-over from 2017 to 2018. She expects that after 2019 all reserve funds will be depleted.

Circulation Report

Director Ho gave the circulation report. See the Circulation Report for details.

Children's circulation continues to drop. This national trend is due in great part to the children reading on their tablets at home. Teachers are purchasing many books for their classrooms from the Friends donations located in the lobby.

Digital resources are becoming increasingly popular.

Beginning with the month of October, 2017, the Circulation Report breaks down the amount of money received in "Fines". The categories include fines, replacement cards, notary, donations, and fines.

Director's Report

Director Ho presented her monthly report for November on the operation of the library. See Director's Report for details.

1. Director Ho indicated that she and President Benson are meeting with vendors to explore solutions to replacing the faulty fire monitoring panel.
2. In addition to installing carbon monoxide detectors, Director Ho was instructed by the Fire Marshall to plug surge protectors directly into wall sockets, not into extension cords.
3. The heating system continues to need repairs. It may be wise to replace the system before it breaks entirely.
4. Some of the light covers in the Library are faulty. The current covers are obsolete, so new ones will need to be purchased.
5. Mary, the Reference Librarian, is working with our community. She has two new programs planned: yoga for stress management before Christmas and a 2018 Earth Day celebration.
6. Director Ho is in the process of replacing the old monitors and continues to look for sales.

Committee Reports

Board members contributed to the Sunshine fund. A basket was given to Ute Biedermann after the passing of her mother. The Board felt it would be a nice gesture to host an event for the Library staff thanking them for their service. January 5, 2018, at 5:00 pm has been scheduled. Food will be purchased and perhaps some Board members will bake.

Friends of the Library Report

Friends President, Susen Edwards reported that sign-up for the Viennese Table will begin on November 14. As was done last year, all attendees must be 2017 Friends members in order to attend. Attendance will have a cap of 60 people.

The Friends have purchased 36 beautiful glass Christmas tree ornaments for resale. Sales will begin at the November 26 program and continue through the Viennese Table.

Jozanna's Restaurant has graciously agreed to sponsor two days in January (January 16 and 17) for "Dining Out With The Friends." When a customer presents a coupon, a portion of their check will be donated to the Friends.

Unfinished Business

There was nothing to report in Unfinished Business.

Executive Session

Beverly Weber moved to exit the meeting and move into Executive Session. Emily DeScenza seconded the motion. All were in favor.

New Business

The Board agreed to vote "yes" for the 2018 slate of LMxAC trustees, and to vote "no" for LMxAC donations to Literacy NJ.

The Board was presented with the 2018 meeting schedule for the Board of Trustees. All meetings were scheduled for the second Monday of the month, but after some discussion it was agreed to move the October meeting from October 8 (Library is closed for Columbus Day.) to October 1 and the November meeting from November 12 (Library is closed for Veteran's Day.) to November 2. The 2018 Library Holiday Schedule was also given to the Board.

Director Ho presented the 2018 Proposed Budget. She anticipates a \$71,641.13 shortage which will be covered by an estimated \$15,000.00 2017 carry-over and \$56,641.13 from our reserves.

The 2018 budget is \$15,402.00 higher than 2017. Most of this amount is in salaries which will see a 2.5% increase next year. Salaries account for 65% of the total budget.

The Board unanimously approved the Proposed Budget.

Public Discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 8:58 pm on a motion made by Susen Edwards and seconded by Dan Gilroy. All were in favor.

The next meeting of the Board of Trustees will be on Monday, December 11, 2017, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
November 15, 2017

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