

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on November 5, 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, November 5, 2018. James Benson, Board President, called the meeting to order at 7:00 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
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X Beverly Weber, 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
- Christine George, Library Director

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on October 1, 2018 was made by Beverly Weber and seconded by Cathy Ferris. All were in favor.

Reports of Officers

President Benson reported that on January 1, 2019 his term of office and that of Cathy Ferris will be expiring. Board members were asked to think about a slate of officers for 2019.

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 number of books were purchased which is a normal procedure for this time of year. Barbara Ferris suggested the Library consider purchasing books in other languages for our foreign population. President Benson said he would speak to Director George and look at available resources.

The audit has been completed and the bill has been paid.

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 2018 Year-to-Date Monthly Budget Report was provided to Board members. The computer update was paid through Capital Ordinance #C-04-14-832-000-086. Due to former Director Ho's passing and our custodian retiring, we have a surplus. This money will serve as a cushion for 2019.

Circulation Report

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

Compared to October, 2017, the overall circulation numbers are up for October, 2018. OverDrive numbers are also strong.

Director's Report

President Benson presented the monthly report for November on the operation of the Library. See Director's Report for details.

1. A Mini Pantry has been installed outside the Library. This was a Girl Scout project and done without the knowledge of the Library. Hopefully, it will benefit the community, but there are concerns about food being left in the Pantry. Animals could get to the food or items could be left that should not be consumed.
2. The new computer wiring is near completion. Work has been halted this week due to Director George's vacation.

3. Fifteen applications for custodian have been received. Four are promising. Interviews will begin soon.
4. Resumes have been slow in coming for the Youth Services job. Competition from other libraries paying larger salaries could be to blame. Director George continues to oversee Youth Services and is getting help from Mary Toole and a volunteer.
5. Cleaning the Library is ongoing and has been quite successful. DPW has been very helpful in disposing of the trash.
6. TK1 Solutions recommended new email addresses for the staff. Each contains the first initial and last name of the employee @middlesexlibrarynj.org. This presents a more professional appearance, and is more secure and appropriate.

Committee Reports

Beverly Weber reported that the Sunshine Committee gave flowers to Chrissy George on her first day as Director. A sympathy basket was also given to Director George on the passing of her grandmother. Beverly read thank you notes for each occasion written to the Board from Director George.

Friends of the Library Report

Friends President, Susen Edwards, reported that Friends' supplies have been moved into the new storage room off the Community Room lobby. Items are easier to manage and more secure. Susen has moved most of the Friends' items from her garage to the Library.

Susen and Ute Biedermann did a preliminary clean-up of the kitchen. They disposed of three contractor size garbage bags of waste and brought many items to the Library for their use. More work needs to be done which may wait until after the Holiday Dessert Reception on December 13.

At the end of this year, the Special Programs account will be depleted. Payments for future programs will be taken from the Friends' account.

The Friends have received some donations of holiday gift items which will be sold at Friends programs until the Holiday Dessert Reception. What does not sell will be raffled (for free) to attendees of the Reception.

A large number of handbags are left from the Handbag sale in May. The Friends will sell some of these and donate the rest to a women's shelter.

A Friends business meeting will be held Wednesday, November 7, at 2:30 pm.

Unfinished Business

1. A custodian will be hired soon after Director George returns from vacation.
2. The audit has been completed. Excellent grades were achieved in all areas.
3. The group, KKK Loving Kindness, has been told they cannot use the Library for their meetings beginning in 2019. They were very understanding.

New Business

Board Members were asked to review the 2019 Board of Trustees Meeting Schedule. There is some question as to whether the Board should meet in July and August, or just have one meeting at the end of July as has been done in the past. Columbus Day and Veteran's Day both fall on the second Monday of the month. Meetings can be pushed back or forward a week. This will be discussed at the December Board meeting.

The 2019 Library holiday schedule was also provided to Board members.

Public Discussion

There was no public discussion.

Executive Session

Cathy Ferris made a motion to move into Executive Session. Beverly Weber seconded the motion. All were in favor.

Adjournment

The meeting was adjourned at 8:20 pm on a motion made by Dan Gilroy and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, December 10, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
November 7, 2018

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