

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on November 18, 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, November 18, 2019. 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 Beverly Weber, Vice-President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- 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
- 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 October 21, 2019, was made by Emily DeScenza. and seconded by Cathy Ferris. All were in favor.

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.

A check written to Crown Trophy of Green Brook was for prizes for the Summer Reading program. Checks written to Amy Donner and Marcos Roque were for services provided for Touch a Truck, but will be reimbursed. No out-of-pocket expenses were incurred for this event. There were no other unusual expenses.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Melissa Fedosh. 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 Fund is \$9,727.61 in arrears as we have not been reimbursed by the Borough for service contracts. Paperwork has been submitted to the Borough. The funds in Capital Ordinance #C-04-14-832-000-086 have been used to pay for the carpets, so the balance in that account should be \$0.00.

Circulation Report

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

Circulation was up for the month in all areas.

The report has been updated to show the number of New Users year-to-date. At this point, we are unable to access the 2019 Total User Count. This information should be accessible by the end of the year.

Director's Report

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

1. Part of a tree fell on the corner of the Community Room on Halloween night. DPW responded quickly and the tree was removed. Minimal damage to the building occurred, but the lamppost in front of the Community Room door will need to be replaced. The rest of the tree will need to be removed.

2. Heavy winds also caused leaking on some of the windows on the parking lot side of the building. Apollo Glass has been called for an estimate.
3. The HVAC bid was awarded to Thassian Mechanical Contracting, Inc. It is anticipated that the work will begin in March, 2020.
4. The handicapped door in the Community Room is out of order. DPW is looking into the problem.
5. Our fire alarm keeps going off in the utility room and vestibule. A call has been placed to Fire Control to look at the system.
6. Touch-A-Truck was a huge success with over 600 attendees. There were lots of new faces, including members of the town council and some Borough employees.
7. There are still a few issues that need to be ironed out with the SIRSI upgrade.
8. The bill paid last month to Fire Control that was in question was full payment for the new intrusion alarm. This was not in the terms of our contract, but was paid due to a miscommunication. The new alarm will be installed during the first week of December.
9. LMxAC hosted a workshop at our Library for circulation staff. Beneficial information was presented and it gave our employees an opportunity to network with circulation staff from other libraries.
10. Beginning in January, we will subscribe to Knowledge City, an online platform for professional training and development.
11. Maureen Donohue hosted her first Teen Advisory Board Meeting. The group spoke about interests and activities they would like to see at our Library.
12. The Talented Young Musicians Association will present a program for all ages on December 8.

Committee Reports

Beverly Weber announced that the Board and Staff took up a collection in memory of Mary Lou's brother who passed away in October. Mary Lou may use the money to purchase books for her ESL students. Mary Lou also thanked the Board for the basket that was delivered to her last month.

Friends of the Library Report

Friends President Susen Edwards reported that the Holiday Dessert Reception scheduled for December 12 will return to its original Viennese Table format. Registration is underway. The 2020 Winter/

Spring programs are in place and the Friends Newsletter will be out shortly. Overall, attendance at all programs is up significantly.

Unfinished Business

Refer to Director's Report for Unfinished Business

New Business

President Benson presented the 2020 Board Meeting calendar. It was decided that rather than scheduling a July and an August meeting, one summer meeting will be held on July 27. Because the second Monday in October is Columbus Day, the meeting will be held on October 19. He also presented the Proposed 2020 Library Holiday Schedule.

President Benson asked Board members to think about whether they want to hold an office in 2020.

The Library's 2020 Proposed Budget was presented to the Board for review. We will receive \$5,000 less from the Borough in 2020, leaving us short approximately \$78,000. This shortage can be made up through our Reserve Fund account and Fines account. There may also be some carryover funds. The Budget will be discussed in more depth at the December meeting.

Public Discussion

There was no public discussion.

Executive Session

There was no executive session.

Adjournment

The meeting was adjourned at 8:20 pm on a motion made by Cathy Ferris and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, December 9, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards

Secretary
November 19 , 2019

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