

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on October 9, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library on Monday, October 9 2017. James Benson, Board President, called the meeting to order at 7:03 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
- Mary Lou Johnson, Member At Large
- X Cathy Ferris, Member At Large
- Barbara Ferris, Representative of the Superintendent of Schools
- X 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 September 18, 2017 was made by Dan Gilroy 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.

As the September Board meeting was held a week later than usual, the list of bills to be paid was small. There was nothing out of the ordinary. Director Ho pointed out that the last payment was made to the current provider for our monitoring system. Next month we begin service with the new provider.

A motion for a resolution to pay the bills was made by Beverly Weber 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 year-to-date Financial Report was presented to the Board. The “Contingency” category shows a deficit of \$7,898.21 due to a large number of repairs. Director Ho informed the Board that the Borough is paying for maintenance contracts only. Repairs are still the responsibility of the Library.

There will be very little carry over into 2018. Anything that is remaining will probably be allocated to the Contingency category.

Capital Savings shows a balance of \$72,459.49. Unity Bank has a balance of \$46,494.67. These accounts represent our reserve funds. Director Ho expects this money to be used to meet expenses for 2018 and 2019. After that, she believes the accounts will be depleted.

Circulation Report

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

Director Ho said the Library continues to be busy, especially in Reference, but the amount of books borrowed continues to decrease. She included usage for three Digital Content areas (Hoopla, Zinio, and OverDrive) in her report. Considering these areas are not being advertised, they are doing quite well. Patrons can only borrow three items from Hoopla per month. The Library pays per item borrowed. LMxAC is looking into the number of items allowable per month. They may increase it to five, and have ruled out unlimited borrowing due to the cost. Director Ho suggested we cut back on book purchases and spend more on digital content as this is the wave of the future.

Director's Report

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

1. Capital funds in the amount of \$3,500.00 from the Borough will be used to pay for the replacement of the faulty unit of the automatic door to the Community Room.
2. Director Ho continues to look into estimates for the alarm system. Verizon service is now fiber-optic which means an upgrade is necessary. A problem could arise if there is a loss of power. She wants to find a company with a product that has technology that will be valid for 10 years and is priced reasonably.
3. The Library will receive a 1.88% increase from the Borough in 2018. The Union approved a 2.5% salary increase, so this amount won't be a tremendous help in the overall budget.
4. The Auditor asked for a raise from \$2,500 to \$2,750 beginning in 2018. Melissa Fedosh made a motion to grant him the raise. Susen Edwards seconded the motion. All were in favor.
5. Director Ho has completed updating Windows 10 on all public computers. In the future, it would be easier if we had a main server, eliminating the need for individual updates. She is in the process of replacing existing monitors as higher resolution is needed for Windows 10. New keyboards and mice are also being purchased.
6. The Summer Reading Awards Dinner will be held at the Elks on November 2.

Committee Reports

The Sunshine Committee gave a basket to Ruth Biedermann, mother of Ute Biedermann who was hospitalized with heart issues. Mrs. Biedermann wrote a lovely thank you note to the Board. Unfortunately she is back in the hospital. Beverly Weber will send a card.

At the November meeting, Board members need to make contributions to replenish the Sunshine Fund.

Friends of the Library Report

Friends President, Susen Edwards reported that the Friends had their Fall Business Meeting on October 4. The Friends unanimously agreed not to have a book sale in 2018. Instead, they will host a Tricky Tray on Saturday, May 12 which will be combined with a gently used costume jewelry sale. Friday evening, May 11 will be a preview night for the Tricky Tray. Jewelry will be sold that evening and on Saturday. The Friends are looking into having food available for purchase at the event. Pat Repenn will take over the Tricky Tray with assistance from Susen.

The Friends are looking at fundraisers such as Bingo and a Tea. They want to have events that are more interactive and fun.

Unfinished Business

President Benson mentioned the Borough and Police use the same company for security cameras. He will continue to look into this for the Library.

New Business

New financial control procedures have been implemented at the circulation desk to comply with recommendations made by the auditor.

Melissa Fedosh brought an email from Amelia Sherr to the attention of the Board. Ms. Sherr questioned why the Metuchen Public Library has many more programs, online courses, and museum passes than the Middlesex Public Library. The towns have the same population and square miles, but as President Benson and Director Ho pointed out, Metuchen is a much wealthier town. The Metuchen Library receives more than one-quarter million dollars more per year than does the Middlesex Library. Melissa will explain this to Ms. Sherr.

Public Discussion

There was no public discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 8:17 pm on a motion made by Cathy Ferris and seconded by Melissa Fedosh. All were in favor.

The next meeting of the Board of Trustees will be on Monday, November 13, 2017, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
October 10, 2017

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