

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on October 21, 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, October 21, 2019. 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 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
- Mary Lou Johnson, Member At Large
- Cathy Ferris, Member At Large
- 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 September 9, 2019, was made by Beverly Weber and seconded by Emily DeScenza. All were in favor.

Reports of Officers

President Benson announced that Beverly Weber will fill the role of Vice-President through the end of the year, replacing Dan Gilroy who resigned last month.

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.

Because the Board meeting was scheduled later this month, there were a larger number of checks than usual. A check for \$4,600 was written to Supreme Heating and A/C for a new heating coil. Quarterly payments were made to LMxAC

A motion for a resolution to pay the bills with the exception of a bill from Fire Control Systems in the amount of \$3,550 was made by Melissa Fedosh and seconded by Emily DeScenza, noting that the bill is incorrect and Fire Control will be contacted for an explanation. 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. Adult Acquisitions, as expected, will be short for the year. Money can be borrowed from Juvenile Acquisitions to pay the overage. The Contingency Fund is \$9,688.37 in arrears as we have not been reimbursed by the Borough for service contracts. Paperwork was submitted today 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 October. See the Circulation Report for details.

Because the Library was closed for the long Labor Day weekend and for the carpet installation, circulation was down for the month in all areas.

There was a large number of Discards again in September as the staff continues to weed through the adult collection.

The report has not shown the number of new users for the entire year. Ms. George will look into the matter and see if the report can be fixed.

Director's Report

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

1. The carpet has been installed, giving the Library a fresh, updated look. Additional books and old furniture have been discarded making the space seem larger and neater. Most patrons have been very complimentary about the changes.
2. A new heating coil has been installed. The heat is working well on both sides of the building. The HVAC bid will be awarded at tomorrow's council meeting.
3. Apollo Glass has caulked and glazed the front vestibule windows and doors. No leaking has occurred since the work has been completed.
4. DPW has almost finished updating the outside landscaping.
5. Director George spoke at the Senior Center, informing attendees about the services the Library has to offer.
6. We are still waiting on dates to install the wireless intrusion alarm.
7. The SIRSI operating system has been upgraded.
8. Touch-A-Truck is scheduled for Saturday, November 9. The event is 100% sponsor driven and will be an opportunity to showcase the Library as well as give kids an opportunity to explore vehicles with the DPW.
9. Beginning in February, 2020 the Borough will pay the TK1 service contract directly. We will also be batched into the Borough's other HVAC service contracts beginning in January.
10. Director George presented a new logo designed by Blue Tomato graphics. It is active and more up-to-date. She is also enrolled in a web design course at Rutgers which will give her the skill to redesign and update the website.
11. At the December 3 Borough Council Meeting, children who participated in the Summer Reading program will be acknowledge.
12. Adult Craft Nights are scheduled for November 6 and December 11.

Committee Reports

It was announced by President Benson that Mary Lou Johnson's twin brother passed away. Beverly Weber will prepare a basket from the Sunshine Committee and the Board will look at making a donation to a charity in his name.

Friends of the Library Report

Friends President Susen Edwards reported that the October 19 Tricky Tray and the October 18 and 19 Recycled Handbag, Jewelry & Accessory Sale were very successful. The Tricky Tray grossed \$1,964 and netted \$1,694.40 after expenses. The Handbag sale generated \$919.75 with minimal expenses. Volunteers from the Middlesex High School Key Club helped throughout the event. Susen mentioned and thanked the small group of volunteers who worked diligently to make the events a success. There were also many positive comments from attendees. A number of handbags are left over and will be sold at a discount at the Friends program on October 27.

With this project completed, the Friends will now begin preparations for the Holiday Viennese Table/Dessert Reception in December.

Unfinished Business

1. Refer to Director's Report for Unfinished Business

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 8:07 pm on a motion made by Melissa Fedosh and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, November 18, 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary

October 26 , 2019

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