

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on September 18, 2017

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, September 18 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
- 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

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on July 24, 2017 was made by Dan Gilroy and seconded by. Emily DeScenza. 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 there was no Board meeting in August and the September meeting is a week late, the list of bills to be paid was larger than usual, however there was nothing out of the ordinary.

A motion for a resolution to pay the bills was made by Cathy Ferris and seconded by Mary Lou Johnson. 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 showed a deficit of \$7,257.93 due to a number of repairs that needed to be done. Director Ho informed the Board that the Borough is paying for maintenance contracts only. Repairs are still the responsibility of the Library. Capital funds can only be used for new improvements to the Library and not for repairs.

Director Ho further stated that there is a problem with the current fire and security system because we are operating in analog mode. FIOS is completely digital which means that no signal is getting through. This could present a serious problem in case of a fire. Updating the system is something that she believes would fall under Capital expenditures.

The “Library Supplies” category showed a deficit of \$1,380.63. Director Ho explained that she purchased a number of items on sale causing the current deficit.

Director Ho told the Board that she is keeping a close eye on the budget and monthly financial reports.

Circulation Report

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

Adult book circulation is up for August, but juvenile circulation is down across the board (although attendance at programs is strong). This follows a trend nationwide. Fines are up significantly for the month. Included in this line item are notary fees, donations to the children’s department from parents, and other miscellaneous items. Dan Gilroy suggested these categories be listed individually. Director Ho and President Benson will look into this.

Many patrons are using the free scanner in addition to faxing. Both are valuable services to the community. Computer usage and new users categories are strong.

Director's Report

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

1. A new operating mechanism is needed for the Community Room door. Parts to repair the door are no longer being manufactured, so only a refurbished mechanism with no warranty is available. A new mechanism can be installed for \$3,500.00 with manufacturer's warranty.
2. Director Ho is waiting for a proposal to upgrade the fire and security system to digital as per Verizon. This is an urgent situation and it is hoped that Capital funds can be used for this expenditure.
3. More than 150 children participated in the butterfly garden beautification project. Many other summer programs were held for children and were well received.
4. The chair yoga program is going well.
5. A temporary library assistant position has opened up. The assistant will work 10 hours per week primarily in the reference and children's department, and can float to the circulation area if necessary.
6. An order of 5,000 library cards from Lucas Color Card will cost \$1,600.00. Director Ho estimates the cards will last eight years. The Board unanimously agreed to the purchase.

Committee Reports

The Sunshine Committee gave baskets to Susen Edwards and Ed and Mary Lou Johnson. Beverly Weber reported that all recipients wrote thank you letters expressing their gratitude.

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

Friends of the Library Report

The Friends have begun their Fall programs. The first program was held Sunday, September 17. Another program is scheduled for September 24. Two programs will be held each month through December.

Friends President, Susen Edwards reported that she met with Director Ho and Beverly Weber to create a new policy to make better use of books that are donated to the Library. Some books are put out for sale in the main vestibule, others are added to the paperback exchange, and many books are being sent to Better World Books. Sending to Better World is expensive and time consuming and nets little or no return. For the Fall, the Friends will begin selling these books for 25 cents at their events rather than ship to Better World. Twelve books were sold at the Friends first event.

Unfinished Business

The mechanism for the door to the Community Room needs to be replaced. The Board unanimously approved the replacement. It is hoped that Capital funds can be used for the project.

Some of the lights in the parking lot have been upgraded. The area is brighter, but there is still work that needs to be done to improve lighting. President Benson will speak to the Mayor about this issue.

New Business

President Benson reported that he met with Director Ho and Dan Gilroy about the 2016 Auditor's Report. The auditor stated that the individual who collects and deposits funds should not be the person who reconciles the bank account. This is a healthy approach to our finances. A new financial control procedure is being developed.

Director Ho invited all Board members to a LMxAC networking breakfast at Piscataway Library on October 6.

Public Discussion

There was no public discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 8:03 pm on a motion made by Susen Edwards and seconded by Beverly Weber. All were in favor.

The next meeting of the Board of Trustees will be on Monday, October 9, 2017, at 7:00 pm in Meeting Room C of the Library..

Respectfully submitted,

Susen Edwards
Secretary
September 20, 2017

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