

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on September 9, 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, September 9, 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 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
- 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 July 29, 2019, was made by Dan Gilroy and seconded by Susen Edwards. All were in favor.

Reports of Officers

President Benson read a letter from Vice-President Dan Gilroy informing the Board that he will be moving and resigning his position, effective after the September 9 meeting. One name has been

submitted for Dan's replacement. President Benson asked the Board for additional recommendations. The candidate selected by the Board must be approved by the Mayor.

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.

Three small checks were written to LMxAC: one for fines paid to us but due to other libraries; one for additional expenses for Hoopla; one for quarterly program fees. There were no other unusual expenses.

A motion for a resolution to pay the bills was made by Beverly Weber and seconded by Emily DeScenza. 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 taken from the DVD account to pay the overage. Library Supplies will also be short for the year. Money for this account can be taken from Public Programs as many supplies have been purchased for these programs. The funds in Capital Ordinance #C-04-14-832-000-086 will be used to pay for the carpets which are being installed this week.

Circulation Report

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

Adult and Juvenile circulation were strong in August due to summer reading programs. It is expected that numbers will decline in September due to the completion of summer programs and because the Library is closed for a week for carpet installation.

Hoopla is working well as are other digital programs.

The Library has weeded the adult books section and has 50 boxes for Better World Books which explains the high number of discards for the month. Items not taken out in the past seven years or with outdated information account for the discards. Juvenile books will be weeded next, perhaps after the winter holidays.

Director's Report

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

1. The carpet installers arrived early this morning to everyone's surprise. Fortunately, DPW came in to help move the furniture. The installers expect to be finished by Thursday which will give us more time to organize for next week's reopening. During this week's closure, no fines are due. LMxAC has put a hold on everything for us.
2. An HVAC engineering assessment from Supreme if done now will cost \$2,800.00. If done at a later date, it would cost an additional \$4,000.00. The assessment isn't urgent, but Supreme will be replacing the HVAC new unit heating coil next week and it will involve one visit instead of two. Director George suggested the funds come from our Restricted Funds account.

President Benson proposed the following resolution: It is determined that we need an engineering assessment done on our new HVAC system at a current cost of \$2,800.00. By having it done now in conjunction with the replacement of our old system, it will save us from having to pay an additional \$4,000.00 at a later date. The money can be taken from the Restricted Funds account.

Melissa Fedosh moved to accept the resolution. Dan Gilroy seconded the motion. All were in favor.

3. Apollo Glass arrived today to begin caulking and glazing the front windows.
4. The landscaping for May's Memorial Garden and the front of the Library should be completed by the end of September.
5. It is suspected the the roof leaks are due to problems with the ductwork.
6. National Night Out was a huge success. Information on Hoopla and our Maker Space was given out . A number of activities were provided to more than 300 visitors who stopped by the table.
7. The Collection Development Policy has been posted on our website and copies of the book challenge forms are available at the reference desk.
8. The Senior and Rec Center used our Community Room during their construction. It was a positive experience. They are returning the favor during our construction. On September 24, the Senior Center will host a discussion on how to use the Library and all we have available.
9. The summer children's reading program was very successful. More than 40 teens volunteered their time over the summer. Beginning this Fall, we will have our first Teen Advisory Board meeting.

10. Many new people participated in the adult summer reading programs. An adult craft night will be scheduled in the Fall. Evening movies and a fall/winter adult reading program are upcoming.
11. Director George thanked the Friends of the Library for contributing the prizes for both the children's and adult's summer reading programs.
12. Ryan Modica has been hired to replace Christy Garcia. He brings graphic design and social media skills to us.

Committee Reports

Beverly Weber reported that the Sunshine Committee acknowledged Christy Garcia who resigned her position with the Library, and Mary Ann Greczek who retired from her position at the Dunellen Library.

Friends of the Library Report

Friends President Susen Edwards gave copies of the Fall 2019 Newsletter to Board Members. The first program will be a tribute to Nat King Cole on Sunday, September 22.

Work on the October 19 Tricky Tray and the October 18 and 19 Recycled Handbag, Jewelry & Accessory Sale is continuing. The Friends have received a large number of handbags, jewelry pieces, and accessories. More than 40 baskets have been assembled for the Tricky Tray. Numerous gift cards and other items will be made into additional baskets during the month.

Susen acknowledged the Friends volunteers. It is a small, but very dedicated group of people.

The National Honor Society and Key Club will be contacted next week for high school volunteers to help at the events.

Unfinished Business

1. Refer to Director's Report for an update on the roof and window leaks.
2. The intrusion alarm upgrade will occur later in September.
3. Refer to Director's Report for an update on the old and new HVAC progress.

New Business

The Library is partnering with DPW for "Touch a Truck" on November 9. DPW will allow children to discover their big trucks and equipment and learn how the department benefits the community. An entire day of activities has been planned. Sponsors are being sought for the event.

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 Cathy Ferris and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, October 21 2019, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
September 10 , 2019

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