

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on September 10, 2018

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 10, 2018. 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

Executive Session

Beverly Weber moved to exit the regular meeting and go into Executive Session. Cathy Ferris seconded the motion. All were in favor.

Report from Executive Session

Upon returning to the regular meeting, President Benson announced that the purpose of the Executive Session was to discuss hiring Christine George as the new Library Director. He informed Ms.

George that the Board unanimously approved her as Director. The matter will be formally discussed under New Business.

#### Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on July 30, 2018 was made by Beverly Weber and seconded by DeScenza. All were in favor.

A motion to approve the minutes from the Executive Session held on July 30, 2018 was made by Cathy Ferris and seconded by Mary Lou Johnson. All were in favor.

#### Reports of Officers

President Benson reported that he met with Mayor DiMura and received approval for the DPW to take over the Library's gardening. With respect to the late Director Ho, changes will take place gradually. The goal is to make the landscaping easier to maintain. Stones will be put in around the building in the spring, large bushes blocking the windows will be removed, and smaller bushes added.

#### 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. There was nothing unusual to report.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Dan Gilroy. 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 new 2018 Year-to-Date Monthly Budget Report in the new format was provided to Board members. Board members agreed that the new format works well and should be continued.

#### Circulation Report

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

Adult and children circulation is up due to the summer reading programs. DVD usage was flat as no new titles were added. New titles will be added soon and will probably result in higher circulation.

Hoopla is working well and more patrons are using the service. Zinio is down significantly. Acting Director George said magazine subscriptions will be revisited. Some may be cancelled which may increase Zinio numbers.

Overdrive numbers are up significantly due to the summer reading programs.

Fines were up. This may be due to the fact that fines can now be paid online with a credit card, making it easier for the patrons.

### Director's Report

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

1. PSE&G has finished installing updated LED lights inside and outside the Library. Not only is the lighting greatly improved, it is a plus for the environment. The brighter lights are interfering with the ISBN scanner at the circulation desk. Ms. George has ordered a new scanner.

2. A cleanup of the Library has begun. The former Director's room has been turned into a supply room which will make it easier to track inventory. Much of the clutter in the Library will be reduced as a result.

Meeting Room A currently houses old computers. TK1 will help in transitioning this room back into a usable meeting room. Once completed, ESL classes will be moved into the room.

Room D will become the new Director's office. With windows that look out into the main areas of the Library, it will make the Director more accessible and available. Many electronics need to be moved and recycled in order for the transition to occur.

The small closet in the Community Room hallway will become a storage room for the Friends of the Library. The large closet will house DVDs and perhaps other items.

The closet in the Community Room is another large project and eventually may become storage for the Heritage Quilters.

3. New Library hours took effect September 4. The Library is now open Monday through Thursday at 11:00 a.m. Fines increased to 20 cents.

4. The staff is very enthusiastic about the decluttering project. Chrissy asked the Board if she could invite the staff to come in on a Sunday to work on the project. The Board approved and agreed that participating staff can be paid a maximum of six hours and be given lunch.

5. Two incidents occurred that required the staff to contact the police. A patron slipped off a computer chair and another fell in the public restroom. The staff handled everything appropriately. Incident reports have been filed.

6. President Benson proposed that a separate savings account be opened for donations for May's Meditation Garden. Treasurer Melissa Fedosh agreed to take care of the matter.

7. Statistics for the Children's Summer Reading program will be available at the October Board meeting. A party was held for the 58 teen volunteers and was attended by nearly all volunteers and their parents.

8. The Adult Summer Reading program was very successful. Many readers also wrote reviews of the books they read. Chair yoga was also successful and hopefully will be repeated in the Fall. Line dancing classes will resume soon.

### Committee Reports

The Personnel Committee reported that they interviewed Chrissy George for the position of Director.

### Friends of the Library Report

Friends President, Susen Edwards reported that the first program for the Fall season will be Wednesday, September 12. She also offered copies of the Fall newsletter to Board members.

### Unfinished Business

1. A search for a new custodian needs to begin as soon as possible. The candidate will need to work 20 - 25 hours per week. There can be some flexibility in hours, but he or she must work regularly. Suggested salary will be \$16 per hour, but will also be based on experience. Advertising can be done through the Library's website, Constant Contact, Facebook sites, and postings in the Library and other locations such as CVS.
2. TK1 Solutions studied the cabling situation last week. They will add two extra ports in each row of public computers and are looking at adding other ports and outlets. They suggested switching our phone system to VOIP. Pricing is being compiled.

### New Business

President Benson offered the position of Library Director to Chrissy George who graciously accepted. Mary Lou Johnson moved to hire Christine George as Library Director at a yearly salary of \$83,000. Melissa Fedosh seconded the motion. All were in favor. The position will officially go into effect on September 17, 2018, as this is the start of a new pay period.

President Benson presented the following resolution:

*Be it Resolved*, by the Board of Trustees of the Middlesex Public Library, Middlesex, New Jersey that:

**Resolution # 2018-10 (MPL)**

**APPOINTING CHRISTINE GEORGE AS LIBRARY DIRECTOR FOR THE MIDDLESEX PUBLIC LIBRARY EFFECTIVE SEPTEMBER 17, 2018**

The Middlesex Public Library Board of Trustees hereby appoints Christine George as Library Director for the Middlesex Public Library effective September 17, 2018, at an annual salary of \$83,000.00.

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The above resolution was duly adopted by the Board of Trustees of the Middlesex Public Library at the board meeting on September 10, 2018.

A formal contract of employment will be created for Ms. George.

Public Discussion

There was no public discussion.

Adjournment

The meeting was adjourned at 8:31 pm on a motion made by Susen Edwards and seconded by Cathy Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, October 1, 2018, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
September 11, 2018

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