

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 12, 2021

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, April 12, 2021. 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 Emily DeScenza, Vice-President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X Mary Lou Johnson, Member At Large
- X Beverly Weber, Member At Large
- X Cathy Ferris, Member At Large
- X Barbara Ferris, Representative of the Superintendent of Schools
- X Dina Healey, Representative of the Mayor
- X Christine George, Library Director
- X Edward Johnson, Board Attorney

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on March 8, 2021, was made by Cathy Ferris 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.

Director George noted the yearly contract for TK1 Solutions was paid in full with a check for \$12,420.00. A check for \$629.98 was written to Knowledge City. This is a re-issue as the original check was lost in the mail. Checks written to LMxAC cover dues and expenses for the first half of the year.

There were no other unusual expenses.

A motion for a resolution to pay the bills was made by Dina Healey and seconded by Beverly Weber. 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 2021 Monthly Budget Report was provided to Board Members. Director George explained the check to TK1 Solutions should have been listed under Maintenance Contracts rather than Internet/Technology. The correct balance for Maintenance Contracts should read \$4,108.58. The Internet/Technology correct balance should read \$7,142.17.

Circulation Report

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

Circulation was up significantly for March. ILL In and Out have both been very busy. No numbers were available for e-magazines.

Time Accrual Reports were included on the Circulation Report. The report shows accumulated sick and birthday hours for part-time employees, and sick, birthday, vacation, comp, and personal days for full-time employees.

Director's Report

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

1. DPW is doing a beautiful job creating May's Memorial Garden. It should be completed soon.

2. The Library is preparing for re-opening, making sure the facility is safe for patrons and employees. Extra plexiglass has been installed at all service points.
3. Reopening guidelines have been printed on postcards, which are available at Walkup/Pickup. Posters are printed displaying the guidelines.
4. The Youth Department has planned a number of special programs for children and teens. All programs will continue to be virtual
5. Reference Librarian, Mary Toole, reported their "Get Lucky with a Book" giveaway was very popular. They are planning several virtual programs, outdoor chair yoga, and an Adult Summer Reading Program.
6. Theresa Bond continues to actively post on Facebook and Instagram. She raised awareness with our presence on Social Media for National Library Week, April 5 - 9.

Committee Reports

Beverly Weber reported the Sunshine Committee sent a cheer basket to an employee who had surgery. Beverly read a thank you card she received from the employee.

Friends of the Library Report

Friends President Susen Edwards reported their second Zoom concert held Sunday, April 11 was excellent. Twenty people attended and were very grateful for the opportunity to connect with the Library and the Friends.

Unfinished Business

The first Union meeting is scheduled for April 20.

New Business

President Benson discussed an idea for possibly establishing a Legal Reserve Fund and a Sick Leave Reserve Fund. It might be a good idea to set money aside for potential emergencies. He asked Board members their thoughts on using the \$24,970.83 in the Fines Account for these funds. The Board was concerned the Library may run out of money in the next couple of years, and thought perhaps the money should be kept in reserve for future operational expenses.

A discussion followed. No decision has been reached.

Public Discussion

There was no public discussion.

Executive Session

Beverly Weber moved the Board enter Executive Session. Barbara Ferris second the motion. All were in favor.

Adjournment

The meeting was adjourned at 8:35 pm on a motion made by Cathy Ferris and seconded by Mary Lou Johnson. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 10, 2021, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
April 13, 2021

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