

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on June 14, 2021

**Call to Order**

The regular meeting of the Middlesex Library Board of Trustees was held in the Library Community Room on Monday, June 14, 2021. 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 Emily DeScenza, Vice President  
X Melissa Fedosh, Treasurer  
    Susen Edwards, Secretary  
X Mary Lou Johnson, Member at Large  
X Cathy Ferris, Member at Large  
X Beverly Weber, Member at Large  
X Barbara Ferris, Representative of the Superintendent of Schools  
X Dina Healey, Representative of the Mayor  
X Christine George, Library Director

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

A motion to approve the minutes of the Board meeting held on May 10, 2021 was made by Emily DeScenza and seconded Beverly Weber. All were in favor.

A motion to approve the minutes of the Executive Session of the meeting held on May 10, 2021 was made by Cathy Ferris and seconded by Mary Lou Johnson. All were in favor.

**Reports of Officers**

Board Treasurer, Melissa Fedosh, reported she received an email from Unity Bank advising of some changes regarding interest rates. She has not had a chance to thoroughly review the email, but will do so and advise the Board of any changes.

**Financial Report/Payment of Bills**

Bills that arose since the last board meeting and current payments for this period were reviewed. Director George reported that a bill from Optimum, in the amount of \$159.90, is questionable

and should not be paid until she has had a chance to investigate it further. She believes they may be billing us for service after our termination date with them.

She also noted that the subscriptions for the library newspapers have all been renewed. We were holding off on renewing them while the library was closed.

A motion for a resolution to pay the bills, with the exception of the Optimum bill, was made by Melissa Fedosh and seconded by Barbara Ferris. 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.”**

The monthly Financial Report was reviewed and all seemed in order. There was a question regarding transferring money from the Fines Account to the Regular Account for the purpose of paying bills, with the intention to transfer the money back to the Fines Account when there are sufficient funds. This will be reviewed to look for better options.

### **Circulation Report**

Director George provided the Circulation Report for December. Overall numbers are up and everything is looking very positive. Of special note is the increase in adult circulation, overall circulation and new users.

### **Director's Report**

Director George presented the monthly report for June on the operation of the Library. See the Director's Report for details. A few of the highlights are listed below:

1. There were some plumbing problems in the staff restroom. A plumber was contacted and fixed the problem.
2. One section of lights are not working in the Community Room vestibule. DPW will look at it and if they cannot fix it then an electrician will be called.
3. The locks on the Children's restroom door and on the emergency door were fixed. The weather stripping on the emergency door needs to be replaced.
4. The WIFI routers have been installed for the outside service. We are now waiting for a new power switch so the server cannot support 6 WIFIs.
5. The Director is getting some quotes for a company to do a deep cleaning of the library twice a year.
6. The Director reported there are some challenging staffing issues coming up in the next few months. She will report on this in detail during the Executive Session.
7. The Director reported on the Reopening Phase 3. The library will be open for W/P and browsing Mon-Thu from 10am to 8pm, and Friday from 10am to 5pm. The library will be open for browsing on Saturdays from 10am to 2pm. There will be NO W/P on Saturdays.

The new hours will take effect on Monday, July 12<sup>th</sup>. Also, fines on overdue materials will resume on July 12<sup>th</sup>. Finally, masks/face shields will continue to be required for all library personnel having contact with the public and for all members of the public using the library services.

The Board approved the Phase 3 plan.

The Board reviewed the Children's Report, the Adult Reference Report and the Marketing/Community Outreach Report. All 3 reports were very informative and it appears that the staff is making an exceptional effort to continue to provide as many services and programs to the public as possible.

### **Committee Reports**

Sunshine Committee. There was a brief discussion regarding a planned baby shower for one of the library employees. The Director will provide the Board with the exact details and the Board, who are all invited, approved a gift.

### **Friends of the Library Report**

Friends President, Susen Edwards, was unable to attend the meeting, but provided the following report by email.

The Friends have not yet scheduled any programs for the Fall. The plan is to wait and see how the reopening of the library and the pandemic recovery progresses. The hope is to schedule two or three Fall events. If possible, a musical program (which can be held on Zoom if necessary), a program on decluttering, and a visit from a local author. Susen is hoping to have a meeting of the Friends volunteers later this summer.

### **Unfinished Business**

May's garden is almost complete. It just needs a couple of finishing touches. Director George is looking at some options for a plaque. All agreed that DPW did a super job.

### **New Business**

President Benson reminded Board members that any discussions that occur during Executive Session are confidential and it is illegal to discuss these matters with anyone else. He stressed that it would be unfortunate to have to take legal action against a Board member.

### **Public Comment**

There was no public discussion. Adjournment

### **Executive Session**

A motion was made by Dina Healey and seconded by Emily DeScenza for the Board to go into Executive Session for the purpose of discussing some personnel matters and the status of the union contract. All were in favor.

The meeting was adjourned at 8:30 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, July 26 2021 at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

James L. Benson, for Susen Edwards Secretary  
June 15, 2021

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