

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 26, 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, July 26, 2021. 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 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
- 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 June 14, 2021, was made by Emily DeScenza and seconded by Beverly Weber. All were in favor.

A motion to approve the minutes of the Executive Session held on June 14, 2021, was made by Mary Lou Johnson and seconded by Barbara Ferris. 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.

A \$900 check was paid to Roan and King, Inc. for HVAC repairs done in January. A \$357.16 check was paid to TK1 Solutions to install WiFi outdoors. Four checks were written to LMxAC which represents six months of bills. In 2020, the Board agreed to add funds to our Hoopla and Overdrive accounts due to an uptick in online reading. The trend has continued and a portion of these bills covers that expense.

Director George was reimbursed \$768.65 for Staples printing and expenses for Dino Day.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Melissa Fedosh. 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 noted funds are low in the Library Supplies category. Covid has added to our expenses and prices have increased significantly.

### Circulation Report

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

Circulation was up significantly for the month. Children’s circulation has more than doubled since June. ILL In and Out have increased as more libraries are participating in the service.

Three computers are now in use. While their usage is minimal compared to 2019, it is six times higher than in June.

Dino Day contributed to the high attendance for Children’s Programs.

### Director’s Report

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

1. New chairs will be ordered for the Circulation area.
2. Optimum has been canceled. We are waiting for the final bill.
3. Director George asked the Board about posting the WiFi password in the window to allow people to use our new outdoor WiFi. The Board agreed it would be best not to do so but to post it on our website.
4. Library hours have been extended to pre-Covid levels: Monday through Friday, 10:00 a.m. - 8:00 p.m. The Board agreed it is not necessary at this time to expand hours to close at 9:00 p.m.
5. A drop box for Better World Books will be installed at the Recycling Center.
6. Director George discussed keeping the Library entrance in the Community Room and the exit in the main Library. The Board agreed that as long as patrons and staff are required to be masked, it would be best to keep things as they are.
7. Our Children's Librarian has begun her maternity leave.
8. Director George and the Board decided it would be best to have "guidelines" rather than policies for our new display case.
9. Some patrons have added their library card to their Apple Wallet. Our scanners cannot read electronic bar codes. It was agreed to add a sign at the Circulation desk and information on our website letting patrons know they must bring their actual card.
10. Director George discussed the possibility of opening the Community Room for outside programs. It was decided that no outside or "active" programs (such as line dancing) should be held. Programs will be limited to discussion groups only. Guests must ensure tables stay six feet apart and all must be masked. Attendance will be limited to 13 - 14. This issue will be reviewed at our September meeting.
11. Dino Day was our first outdoor large interactive program since Covid. The program was a huge success.
12. Adult summer activities are underway. Outdoor Chair Yoga ended on July 2. Adult Summer Reading is in progress.
13. Social media platforms continue to be active with daily postings.
14. Our July display was a timeline of American Independence from Great Britain.

### Committee Reports

Beverly Weber read a thank you letter from our Children's Librarian thanking the Board for the Target gift card given at her baby shower.

### Friends of the Library Report

Friends President Susen Edwards reported the Friends will have a business meeting on Tuesday, August 31. She hopes the Friends can run two or three Fall programs either in person or on Zoom. Board members made suggestions for programs: guest author(s) possibly staggering attendees, chair yoga, painting, an outdoor movie. Susen will continue to research and keep abreast of Covid.

### Unfinished Business

President Benson discussed the Collective Bargaining Agreement and the Memorandum of Agreement (MOA) which he emailed to Board members for review. All issues have been worked out. Language has been tightened. Compromises have been negotiated on all issues.

Dina Healey moved to accept the MOA as written. Barbara Ferris seconded the motion. All were in favor.

### New Business

There was no New Business.

### Public Discussion

There was no Public Discussion.

### Executive Session

There was no Executive Session.

### Adjournment

The meeting was adjourned at 8:27 pm on a motion made by Dina Healey and seconded by Beverly Weber. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 13, 2021, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
July 26, 2021

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