

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on May 10, 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, May 10, 2021. James Benson, Board President, called the meeting to order at 7:04 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 April 12, 2021, was made by Beverly Weber and seconded by Dina Healey. All were in favor.

A motion to approve the minutes of the Executive Session held on April 12, 2021, was made by Susen Edwards and seconded by Emily DeScenza. All were in favor.

Reports of Officers

President Benson made note of the email sent to Board members explaining the difference between sick leave versus vacation leave.

There were no other 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.

There were no unusual expenses. Director George noted Verizon sends two bills: one for Internet and one for phone.

A motion for a resolution to pay the bills was made by Melissa Fedosh and seconded by Susen Edwards. 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. Nothing unusual was noted. Director George explained there is some overlap in accounts. For example, some items like sanitizer can be categorized as Maintenance Supplies or Library Supplies.

#### Circulation Report

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

Circulation was up for April. ILL In and Out have both been very busy, meaning more libraries are sending out materials. Director George noted Highland Park and Cranbury have joined LMxAC.

Overdrive is taking over RB Digital which explains the drop in RB Digital circulation.

Everything else was on target for the month.

#### Director's Report

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

1. DPW installed endcaps on some of the shelving in the Library. Furniture has been moved creating a cleaner look.
2. WiFi is being installed for outdoor use.
3. A Smart doorbell will be installed on the side door.
4. The Library opened its interior for patrons on May 3. All patrons are following posted guidelines and are very pleased to be back. Staff is adjusting well to the transition.
5. Director George proposed and the Board approved extending hours and browsing time beginning in June.
6. Quarantining material will end as of June 1.
7. The Board discussed reinstating fines. Patrons should be given a window to acclimate to reopening, expanded hours, and the end of quarantine. President Benson suggested waiting until July to reinstate fines.
8. Children's Spring programming began in April.
9. Adult programming included a virtual program on Cooking as Meditation. Outdoor Chair Yoga will begin on Fridays in June. A virtual Cherry Blossom Painting Workshop will be held May 12.
10. Theresa Bond continues to spread the word about the Library through social media.

### Committee Reports

Beverly Weber thanked Ed and Marylou Johnson for their generous donation to the Sunshine Committee.

### Friends of the Library Report

Friends President Susen Edwards reported the Friends have a new logo which appears on their website and on new membership forms. She hopes more people will join the Friends now that the Library has reopened. No programs are scheduled at this time.

### Unfinished Business

President Benson believes the establishment of a Legal Reserve Fund and a Sick Leave Reserve Fund should be put on hold for now.

### New Business

President Benson reminded Board members to file their Financial Disclosure forms. Director George offered help to anyone who has difficulty with the form.

#### Public Discussion

There was no public discussion.

#### Executive Session

Barbara Ferris moved the Board enter Executive Session. Melissa Fedosh seconded the motion. All were in favor.

#### Adjournment

The meeting was adjourned at 8:21 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, June 14, 2021, at 7:00 pm in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
May 11, 2021

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