

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 11, 2022

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 11, 2022. 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
- 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 Dina Healey, Member At Large
- X Barbara Ferris, Representative of the Superintendent of Schools
- Dave Oliver, 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 14, 2022, was made by Beverly Weber and seconded by Dina Healey. 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.

Theresa Bond was reimbursed \$164.62 for program supplies. Director George was reimbursed \$553.96 for Touch-A-Truck expenses and a number of miscellaneous items.

No other unusual expenses were noted.

A motion for a resolution to pay the bills was made by Susen Edwards 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.”

An April 2022 Monthly Budget Report was provided to Board Members. Director George noted that the Library pays for all magazines and newspapers at one time, accounting for the \$756.37 expenditure. Few purchases have been made for Juvenile Acquisitions to date. The new Children’s Librarian plans to order a substantial number of books. The Annual Audit will be getting started soon. Everything else is on track for the year.

Circulation Report

Director George gave the circulation report for April 2022. See the Circulation Report for details.

Circulation is up significantly in all categories. Overall circulation for the month has risen to 5,011 compared to 3,538 for the prior month. Hoopla is down slightly compared to the prior month.

Internet usage has seen a major bump as all computers are open to the public.

Meeting room usage continues to be down due to Covid and flooding of the Community Room. Meeting Room A and the Community Room are open for Borough and Library group meetings but closed to outside groups.

Director’s Report

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

1. The Children’s Room needs light bulb replacements.

2. Director George reported that the Piscataway and East Brunswick libraries have instituted a “fine free” policy. Both libraries are no longer fining patrons for overdue books. Any book taken out from either library will be fine-free, including books from our Library which are taken out via ILL. If one of their books is taken out from our Library via ILL, a late fine may still be imposed. These two libraries are the only LMxAC locations where the policy is in effect. Director George would like to hold off on changing the Library card policy until we have a better handle on the fine-free situation.
3. All ten public computers (adult and children) are open. Two will need to be replaced through capital spending.
4. Makerspace is receiving new equipment and we hope it will reopen in June.
5. A new payment plan will be instituted with Amazon. We are moving away from Synchrony to 30-day terms with Amazon.
6. The Library needs to upgrade to SonicWall/Firewall security as per LMxAC.
7. Our fire alarm communicator needs to be updated.
8. Director George discussed the possibility of changing May’s Garden savings account to a “donation” account. The account currently has a zero balance. Rather than close the account, she would like to use it for future donations. The account name would remain the same at the bank, but internally we would rename it. The Board unanimously agreed to rename the account a Donation Savings Account.
9. Children’s programs continue on Zoom. Rizzo’s Wildlife World did an in-person event with sixty-seven attendees. Touch-A-Truck is scheduled at Mountainview Park on June 4.
10. Plans are in progress for Adult Summer Reading. A book weeding project is underway.
11. Social media continues to be active and well-received.

Committee Reports

There were no Committee Reports

Friends of the Library Report

Friends President Susen Edwards reported that the Friends sponsored a Mystery Book Giveaway for Love Your Library Week. The first and last patron of the day received a mystery book. The Friends

will have a booth at the Touch-A-Truck event on June 4. They plan to sell adult books and give away soft-cover children's books. Once weather permits, the Friends will sponsor a chair yoga class.

Unfinished Business

Paperwork for the drainage problem/repairs and the Community Room repairs has been submitted to FEMA. No actions have taken place at this time.

Director George announced she is reviewing the Personnel Policy.

PS&S has completed the paperwork and schematics for the HVAC replacement. The issue is scheduled to be discussed at the next Borough Council meeting.

New Business

Discussion on Library card policy has been put on hold.

Public Discussion

There was no Public Discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 7:53 p.m. on a motion made by Dina Healey and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 9, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
April 12, 2022

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