

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on March 14, 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, March 14, 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 (attended on Zoom)
- X Emily DeScenza, Vice-President
- 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
- X 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 February 15, 2022, was made by Dave Oliver 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.

A check in the amount of \$12,420.00 was paid to TK1 Solutions for our yearly contract. A check in the amount of \$1,600.00 was paid to Prepare Inc. for staff training.

Former Youth Librarian, Maureen Ferretti (née Donohue) was paid \$150.00 in February, and \$150.00 in March for two Zoom children's programs.

No other unusual expenses were noted.

A motion for a resolution to pay the bills was made by Susen Edwards and seconded by Dave Oliver. 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 March 2022 Monthly Budget Report was provided to Board Members. Director George noted that the Library has purchased a large amount of toner which accounted for the expenditure in Library Supplies. Everything else is on track for the year.

## Circulation Report

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

Circulation is up for the month, especially in Juvenile. ILLs are on track. Hoopla is up for the month and Overdrive (digital magazines) has declined. Internet usage is up but still lower than pre-Covid numbers.

New users are up significantly from the prior month. Director George wants to explore revising our library card policy, making it easier for patrons to obtain a card.

Kristy from Circulation is sending out fine notices, leading to an increase in fine collection.

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 March on the operation of the Library. See Director's Report for details.

1. The Community Room heating system has been repaired.
2. Director George is working on getting financial quotes for new tables for the Community Room and new chairs for meeting rooms. Capital funds have been designated for the items. DPW will take the old brown tables from the Community Room.
3. Director George reported the staff development program on setting boundaries was very successful.
4. The new Children's Librarian started March 7.
5. Director George reported that most LMxAC libraries are now mask optional. The Board agreed to move to a mask optional policy. If Covid numbers increase in the future, the policy will be revisited.
6. The Board agreed to continue to restrict meetings to Borough organizations and Library sponsored programs for the near future.
7. Adult and children's programs will continue to be on Zoom. We expect to hold children's programs outdoors in the summer.
8. The Library is working with DPW on a Clean Communities program for March 26. Rizzo's Wildlife World will bring some animal friends for a hands-on program which will be held outdoors, weather permitting. Touch A Truck is now scheduled for June 4, 12:00 - 3:00 PM at Mountainview Park.
9. The government has only provided the Library with five tax instruction booklets. We cannot reprint the booklets but can help patrons with tax forms.
10. Social media platforms continue to be active with daily postings. Thursday night Pajama Storytime continues to be popular.

#### Committee Reports

Personnel Committee: Susen Edwards reported the committee met to evaluate Director George's performance, then discussed the evaluation with the Director. The committee reported Director George is doing an excellent job.

Sunshine Committee: Beverly Weber reported she received a thank you note from a Board Member who received a cheer basket after a surgical procedure.

### Friends of the Library Report

Friends President Susen Edwards announced that a Zoom program entitled 19th Century NJ Women Photographers will take place on Sunday, March 20, at 3:00 pm. Once the weather improves, she wants to schedule an outdoor chair yoga program. The Friends may have a table at the Touch A Truck event in June.

### Unfinished Business

As discussed in the Director's Report, the Board agreed to make masking optional and keep an eye on the Covid numbers.

Director George reported that the Borough engineer looked at the outdoor drainage issue and made his recommendations. The next step is to have someone come in for a site evaluation. FEMA is still on board to fund the project. Once the problem is fixed, the Community Room can be repaired.

Director George is reviewing our current Personnel Policy and making notes for a future revision.

Paperwork is in progress for the HVAC replacement. Director George hopes the project can be completed at the end of Fall 2022, but it may be difficult to locate the appropriate HVAC system.

### New Business

Barbara Ferris mentioned that a coworker's husband is an artist and would like to display his pictures of local historical artifacts at the Library. The Board was in favor.

### Public Discussion

There was no Public Discussion.

### Executive Session

There was no Executive Session

### Adjournment

The meeting was adjourned at 7:58 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, April 11, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
March 15, 2022

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