

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on May 9, 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, May 9, 2022. James Benson, Board President, called the meeting to order at 7:01 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
- 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
- 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 11, 2022, was made by Dave Oliver and seconded by Beverly Weber. All were in favor.

Reports of Officers

Treasurer Melissa Fedosh reported that May's Garden Fund account at Unity Bank has been zeroed out and closed. The Library would like to set up a special account for donations to avoid co-mingling

of funds. Susen Edwards asked if the Special Programs account could be renamed and used for future donations. Melissa said it's important to know how the account name is worded and will look into it.

Director George stated the Library has no official policy regarding donations, but she will look into creating one and report back to the Board. She noted that when money is donated to the Library, the donor receives a thank you letter stating how the donation will be used.

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.

Amazon Capital Services is replacing Synchrony Bank/Amazon for our line of credit with Amazon. The new service is easier and more efficient to use. Director George mentioned we may have an overlap with the two services until the line of credit is closed out with Synchrony.

A check for \$724.48 was written to Knowledge City, LLC for our yearly payment for online trainings.

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.”

A May 2022 Monthly Budget Report was provided to Board Members. Everything is on track for the year. Director George informed the Board that annual audits for 2019, 2020, and 2021 are underway. Payment for the three years of audits will be charged to the Annual Audit account.

Circulation Report

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

Juvenile circulation and Overdrive are up significantly for the month. All other categories are holding steady. Overall circulation for the month rose to 5,389 compared to 5,011 for the prior month. Watchung School encouraged students to apply for library cards which led to a total of 77 New Users for the month.

Internet usage is holding steady.

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. Children's programs ended in early April.

Director's Report

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

1. New lightbulbs for the Children's Room are difficult to find as they are an older style of LED.
2. Director George reported that we are waiting for PS&S to coordinate and distribute the bid documents for the new HVAC system.
3. FEMA sent a new team last week to inspect our property for repairs. We received confirmation that DPW will do the work. They anticipate the outdoor repairs will take one or two days to complete once supplies are received. The Borough will pay for the work and FEMA will reimburse based on a percentage of the insurance estimate. Once the outdoor repairs are completed, work on the Community Room can begin.
4. The Sonic Wall/Firewall security update is planned for June.
5. Tutors are returning to the Library and things continue to return to normal.
6. Nonfiction titles are slowly being weeded.
7. Touch-A-Truck is scheduled for June 4 in Mountainview Park.
8. Kaila Ward, Children's Librarian, has been reaching out to our three elementary schools to encourage participation in the summer reading program. More than 200 new books have been ordered.
9. Patrons continue to send print jobs via email to the Reference desk.
10. Social media continues to be active and well-received.
11. Our display case is popular and being used by a number of different town organizations.
12. Watercolor Painting for Beginners on Zoom is very popular.

Committee Reports

Beverly Weber reported she received a lovely thank you card from the spouse of a Board member who had received a cheer basket.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends will have a tent at the Touch-A-Truck event on June 4. They plan to sell adult books and give away soft-cover children's books. They had hoped to sponsor a Chair Yoga program but need to wait until the Community Room has been repaired.

Unfinished Business

Director George anticipates the outdoor drainage problem and the Community Room repairs will be completed by the end of July. She hopes the HVAC replacement can be completed by early Fall.

New Business

Discussion on Library card policy has been put on hold.

Public Discussion

There was no Public Discussion.

Executive Session

Emily DeScenza moved the Board enter Executive Session. Beverly Weber seconded the motion. All were in favor.

Adjournment

The meeting was adjourned at 8:06 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, June 13, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
May 10, 2022

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