

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 25, 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, July 25, 2022. 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
- Mary Lou Johnson, Member At Large
- X Beverly Weber, Member At Large
- X Dina Healey, Member At Large
- X Dave Oliver, Representative of the Mayor
- X Christine George, Library Director

Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on June 13, 2022, was made by Emily DeScenza and seconded by Dave Oliver. All were in favor.

A motion to approve the minutes of the Executive Session held on May 9, 2022, was made by Susen Edwards and seconded by Melissa Fedosh. All were in favor.

Reports of Officers

Treasurer Melissa Fedosh reported that she went to Unity Bank to open an account for donations made to the Library. As signer on the account, the bank asked her to complete a number of questions asking personal information, which she was not comfortable sharing.

The Board agreed to look into making the Special Programs account (once used to pay for Friends' programs) a donations account.

Melissa also reported that the Library now has ten supporters at Unity Bank, which will generate \$190.86 in donations from the bank.

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.

Director George noted two bills from LMxAC (one for Hoopla; one for quarterly Internet services). Two additional bills will be received in August that do not appear on the report. The first is for three years' of audits in the amount of \$8,250.00, payable to Suplee, Clooney & Company; the second is a \$782.50 invoice from Amazon.

Amazon Capital Services has replaced Synchrony Bank/Amazon for our line of credit with Amazon. The \$18.50 bill from Synchrony should be the last we receive.

Director George mentioned that the *Star Ledger* is asking for a credit card to be kept on file. Other companies are doing the same. She and President Benson will look into the possibility of getting a Procurement card (P card) for this purpose.

No other unusual expenses were noted.

A motion for a resolution to pay the bills was made by Dave Oliver 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 July 2022 Monthly Budget Report was provided to Board Members. Everything is on track for the year. The Library Supplies account is in negative territory due in part to the purchase of toner. More and more patrons are emailing documents to be printed (at 20 cents per page), and we are printing more Library materials in-house.

All other line items are on track for the year.

Circulation Report

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

Circulation continues to be strong. June saw a significant increase in ILLs in and out, due to two additional libraries joining LMxAC. Watchung School encouraged students to apply for library cards which led to a total of 65 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 have been open for Borough and Library group meetings but closed to outside groups.

Director's Report

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

1. The outdoor drainage issue has been repaired by DPW.
2. The exterior of the Library has been power washed with the exception of the area by the Community Room vestibule. The windows in that area need to be resealed.
3. Half the lighting in the Children's area has been replaced.
4. Work on the Community Room is scheduled to begin August 1.
5. Summer reading programs are in full swing.
6. Touch-A-Truck expenses amounted to \$2,587.99. We received \$2,400.00 in donations. The event, which drew 1,200 people, will cost the Library \$187.99.
7. We are waiting for 2022 capital funds for six new computers.
8. TK1 updated all computers with new virus software after a security breach.
9. Children's librarian, Kaila Ward, reported that many new children are participating in our summer reading programs. Other special programs have a high turnout as well.
10. Mary Toole, Reference Librarian, reported that the adult summer reading program is off to a great start.

11. Social media continues to be strong. A number of Zoom programs, including one on the Spotted Lantern Fly, are scheduled for the summer.

Committee Reports

Beverly Weber from the Sunshine Committee asked Board members to sign a card for a member recovering from an injury.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends donated \$500 to the children's summer reading program. The Friends plan to have a tent at the Food Truck Festival in October. Once the Community Room repairs have been completed, the Friends will resume programming. She has one program scheduled for November 19, and hopes to offer a few more in the fall.

Unfinished Business

Director George showed samples of the new flooring and paint colors for the Community Room to the Board. The lobby will be redone to match the room.

New Business

President Benson presented three resolutions authorizing work on the Community Room.

Resolution 2022-10 authorized construction repairs to be completed by Rite Way Construction at a cost of \$8,750.00 Beverly Weber moved to approve the Resolution. Emily DeScenza seconded the motion. All were in favor.

Resolution 2022-11 authorized painting repairs to be completed by Jersey Painting Plus at a cost of \$6,188.00. Dina Healey moved to approve the Resolution. Dave Oliver seconded the motion. All were in favor.

Resolution 2022-12 authorized the repair and replacement of floor covering to be completed by All-state Office Interiors at a cost of \$15,342.78. Melissa Fedosh moved to approve the Resolution. Susen Edwards seconded the motion. All were in favor.

It should be noted that FEMA and our insurance policy will cover all costs of repairs.

Public Discussion

There was no Public Discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 8:15 p.m. on a motion made by Dina Healey and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 12, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
July 26, 2022

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