

**Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846**

**Minutes of Board of Trustees Meeting
Monday, June 13, 2022**

1. Call to Order.
The regular monthly meeting of the Middlesex Library Board of Trustees was held at the library on Monday, June 13, 2022, in the Library Community Room. President Benson called the meeting to order at 7:08 p.m.
2. Announcement of compliance with Open Public Meeting Law.
The President read the announcement of the meeting in compliance with the Open Public Meeting Law.
3. Roll call of members:
X – Represents members present at meeting

X James Benson, President
X Emily DeScenza, Vice President
 Susen Edwards, Secretary
X Melissa Fedosh, Treasurer
X Dina Healey, Member At Large
X Mary Lou Johnson, Member At Large
X Beverly Weber, Member At Large
 Dave Oliver, Mayor’s Representative
X Barbara Ferris, Representative of the Superintendent of Schools
4. Approval of Minutes of Previous Meeting.
A motion to approve the minutes of the previous meeting held on May 9, 2022, was made by Beverly Weber, second by Emily DeScenza. All were in favor.
5. Reports of Officers
President Benson reported that unfortunately that as far as we can determine this will be the last meeting with Barbara Ferris serving on the Board as the Superintendent’s Representative. The current Superintendent will be leaving at the end of June and it will be up to the new Superintendent to appoint a representative. The Board thanked Barbara for her many years of outstanding service to the Board, the library and the community.
6. 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 explained that the 2 bills for Ace-Walco Termite & Pest Control, one is for May and the other one is for June. She also mentioned that the bill to her was for Touch A Truck supplies.

A motion was made by Melissa Fedosh and seconded by Barbara Ferris to approve the following resolution (2022-07) for the payment of bills.

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, and
WHEREAS, these bills and claims have been reviewed and approved by the Board of Trustees at a public meeting,
THEREFORE, be it resolved that the attached bills and claims are hereby approved for payment.

All were in favor.

7. Circulation Report.

The Director presented the monthly report on library circulation. The Director commented that she is pleased with the numbers overall. She noted that our ILL circulation is pretty even between books being lent out and books being borrowed and this is a good sign. She also noted that computer usage seems to be improving steadily, another good sign.

8. Director's Report.

The Director presented her monthly report on the operation of the library. See the Director's Report for full details.

Director George reported that she spoke to the DPW supervisor and he advised that they plan to begin work on fixing the drainage problem in front of the library beginning the week of June 20th. We did have some minor flooding in the Community Room entrance during some recent heavy rains, an indication that the drainage issue is still a problem.

Director George stated that she will be taking some vacation around this time and wants to wait until she gets back to start meeting with contractors for the repair of the CR interior.

Director George indicated that one of the staff members who really enjoys gardening asked if she could do some weeding and planting outside on her own time. She was given permission to do so. President Benson commented that he will contact DPW to get them to start working on the weeding, too.

Director George reported that the audits for the last 3 years are finally completed. There are 3 draft copies of the reports and President Benson will review these. The auditor indicated that he would like to make a brief presentation to the Board at the July 25th meeting.

Director George reported that the Touch A Truck program, held on June 4th, was a tremendous success with almost 1,300 people attending. Many Borough departments and committees were represented and all seemed very appreciative of having the opportunity to participate.

9. Committee Reports.

There were no committee reports.

10. Friends of the Library Report.

The Friends reported that they had a tent at Touch A Truck where they gave out free children's books and also sold some books for older readers. They reported that they had a lot of people stopping by and the day was very successful.

They also reported that there are not programs scheduled at this time, but are looking forward to the completion of the Community Room repairs so they can start scheduling events again.

11. Unfinished Business.

Update on drainage problem. Already discussed in Director's Report
Update on Community Room repairs. Already discussed in Director's Report
Update on HVAC replacement. PS&S, the engineering company, is in the process of gathering documents and preparing bid documents.

12. New Business.

COLA for staff. Resolution 2022-07 was presented which provides for "Adjusting the Salaries of Certain Library Employees". A motion to accept the resolution was made by Barbara Ferris and seconded by Beverly Weber. All were in favor.

Donations to the library. A review of the law regarding donations to a library (NJSA 40:54-19) showed that donations can be accepted. Furthermore, the NJ Library Trustee Association recommends that these funds be placed in a dedicated account. Based on this, Resolution 2022-08, which provides for "Establishing a Dedicated Account for Donations to the Library", was presented for approval. A motion to accept the resolution was made by Melissa Fedosh and seconded by Emily DeScenza. All were in favor.

Resolutions File. President Benson reported that in preparing the resolutions for tonight's meeting he realized that we don't have a central filing system for our resolutions. If someone wanted a copy of one of our past resolutions, we would have to go back through past minutes to try to find it. He advised that he has started a file of past resolutions and prepare a chart that has them listed by year, number and date. It will be ready for our next meeting.

13. Adjournment.

A motion for adjournment was made by Dina Healey and seconded by Barbara Ferris. All in favor.

Our next meeting is July 25, 2022

Respectfully submitted,

James L. Benson, Acting Secretary
June 14, 2022