

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on September 12, 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, September 12, 2022. James Benson, Board President, called the meeting to order at 7:10 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
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 July 25, 2022, was made by Dave Oliver and seconded by Dina Healey. All were in favor.

Reports of Officers

President Benson welcomed Board members to the newly refurbished Community Room. He thanked the Mayor and Council, Director George and Library staff, and the construction team for their hard work and support during the project. Dave Oliver suggested we invite the Mayor and Council, and other borough officials to visit the Community Room.

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.

Custom Lock Security was paid \$254.00 to help someone who had locked themselves in the restroom. Director George noted that the Library now has keys to unlock all locks in the building.

Director George paid \$2,890.53 for the aluminum mat for the Community Room foyer with her credit card. The Library has reimbursed her and will seek reimbursement from the Borough (through insurance and FEMA funds). Director George was also reimbursed \$688.02 for lights for the children's room.

Theresa Bond and Kaila Ward were reimbursed for program supplies.

No other unusual expenses were noted.

President Benson asked for a vote on Resolution 2022-13 to pay the bills. 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 September 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 catching up after Covid. The Contingency funds will show an increase once the Library is reimbursed for the aluminum mat. More in-house programs have taken place, leaving \$6,113.92 in the Public Program account. Magazines and Newspapers are negative as many yearly subscriptions have been paid. Finally, Annual Audits show a negative balance as we paid for three years of audits in 2022.

All other line items are on track for the year.

Circulation Report

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

Total Circulation has seen a significant rise in July and August. Numbers are nearing pre-Covid numbers. New Users continues to be strong, and Internet usage is up.

Meeting room usage continued to be down, but with the completion of the Community Room, the numbers should soon rise.

Director's Report

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

1. The Community Room work has been completed. We are still waiting for the aluminum mat for the foyer and 100 new chairs. New tables have arrived and DPW has taken some of the old brown tables.
2. Director George expects quote for the new HVAC system to be approved at tomorrow's Borough Council meeting.
3. Six new computers have arrived from TK1 Solutions. Installation will begin this Wednesday.
4. Baker & Taylor experienced a ransomware attack and was down for two weeks.
5. Director George hopes to get a grant to digitize school yearbooks and the *Middlesex Chronicle*.
6. The children's summer reading program was a huge success. All children's programs were well-received. Makerspace continues to be regularly used. Kaila Ward, Children's Librarian, has many programs and activities planned for the fall.
7. Reference Librarian, Mary Toole, reported that adult summer reading was also successful. Patrons expressed gratitude and enthusiasm for the program.
8. Theresa Bond hosted a number of adult/family programs. She plans to continue Zoom programming through the fall. She has added an Adult Programs tab on the Library's website.

Committee Reports

Beverly Weber from the Sunshine Committee reported that two cheer baskets have been sent to Library employees. The Committee is low on funds. President Benson asked Board members to contribute to the Sunshine Fund at our October meeting.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends have purchased a tent which they will use at the Food Truck Festival in October. A Friends business meeting is scheduled for Wednesday, September 14. With the completion of the Community Room, Susen hopes to resume programming, and has three programs in mind for the fall. She asked Board members about a realistic number of partic-

ipants for an event. The Board agreed 40 would be a safe number at this time. Unlike past events, fall events will require pre-registration. The Friends can supply refreshments after the programs, and will serve the patrons with tongs, etc.

A chair yoga program will also be scheduled in the near future.

Unfinished Business

The Board discussed Community Room usage and felt it was fine to open the room to pre-Covid standards. Director George asked that no group use the kitchen unless a staff or Board member is present at the event. No one is permitted to use the Community Room entrance until the mat is installed.

New Business

The Board discussed the Collection Development Policy. Director George suggested our policy should be rewritten to state that only residents of Middlesex can challenge an item in our collection. Materials will remain in circulation while the challenge is being reviewed.

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 Emily DeScenza. All were in favor.

The next meeting of the Board of Trustees will be on Monday, October 10, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
September 13, 2022

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