

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on October 10, 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, October 10, 2022. James Benson, Board President, called the meeting to order at 7:00 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
- X 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 September 12, 2022, was made by Dave Oliver and seconded by Emily DeScenza. All were in favor.

Reports of Officers

President Benson asked Board members to contribute to the Sunshine Fund. He also mentioned that the date for our September 2023 Board meeting is September 11, which will need to be changed. One option is to hold a meeting in July and August, and reschedule the meeting for September 18.

President Benson asked members to think about other options. The issue will be discussed at a future meeting.

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 for \$4,405.40 was written to PSE&G. Director George explained PSE&G bills mid-month. The check covers bills for July/August and August/September.

LMxAC was paid \$3,722.50 for a quarterly software assessment.

Scalzo Maintenance was paid \$318.81 for a deep cleaning of the Community Room area/hallways/bathroom.

Director George has enrolled in a grant writing certificate program and has been reimbursed \$464.36.

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.”

An October 2022 Monthly Budget Report was provided to Board Members. The Library Supplies account is in negative territory. Director George hopes to increase the budget for this account in 2023. Magazines and Newspapers are negative as many yearly subscriptions have been paid. Director George would like to reduce spending on newspapers in the future. Maintenance Contracts are also negative for the year.

All other line items are on track for the year.

Circulation Report

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

Total Circulation has dropped in all areas. This is typical for libraries at this time of year. Students are back in school, and parents are focused in other areas. Internet usage was down due to the instal-

lation of new computers and software. No children's programs were held in September. Programming is set to resume in October. The Community Room renovations have been completed and the room is now available to outside 501(c)3 organizations.

Director's Report

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

1. Scalzo Cleaning did a fantastic job of deep cleaning the Community Room area/hallways/bathroom. The new chairs have been delivered and a new welcome mat has been installed in the vestibule.
2. DPW has begun landscaping the front entrance area of the Library.
3. Outdoor lighting is being replaced.
4. The Library's collection policy has been updated. Only Middlesex residents can challenge material in the collection. If an item has been challenged, it will remain in circulation until a final decision has been made.
5. A wonderful write-up of the Library's programs was included in the recent issue of the *Middlesex Chronicle*.
6. Six new computers have been installed in the adult area of the Library. New monitors have been installed as well. Director George installed new patron management and print management software on all computers, giving patrons greater privacy, security, and ease of use.
7. The Community Room is now being booked by outside organizations. The Visiting Nurse Service (VNA) is interested in using the room for training. We need to research whether the organization is a 501(c)3 and if they are residents of Middlesex.
8. Thanks to the efforts of MaryLou Johnson, we hope to make Meeting Room A a Historical Collection Room. Director George would like to catalog all the historical documents and perhaps digitize them. Director George is enrolled in a grant writing certificate program and hopes to apply for grants for the project.
9. A partnership with the Office of Emergency Management (OEM) has been created to offer CPR courses at the Library.
10. Work on the 2023 budget will begin this week.

11. Children's programming has resumed. All programs are in-person except for pajama story time. The Library is partnering with the Recreation Department for a Halloween program on October 13. Two hundred books have been added to our juvenile and teen collections.
12. The Adult Reference Department is helping patrons adjust to the new computers and printing systems.
13. September was Library Card Sign-up Month, Hispanic American Month, and September 18-24 was Banned Books Week. All events were promoted through social media. A Meditation and Calm for the Holidays program is scheduled for November as well as a number of other events.

Committee Reports

Beverly Weber from the Sunshine Committee reported that a cheer basket was sent to an employee who experienced a death in the family. Another basket was sent to an injured Board member. She read thank you letters from both individuals. A gift card from the Board and the Friends was given to a library employee who is getting married. Beverly thanked the Board for their generous contributions to replenish the Sunshine Fund.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends have scheduled three programs for the fall. Bob Edwards will donate his time and present "What's That Tune?" on Sunday, October 23. Susen has scheduled a program in November and one in December. Registration is limited to 40 guests per program and is being done online and in person.

A six-session chair yoga program will begin on Tuesday, October 11. The program sold out in a matter of days.

Unfinished Business

No update is available on the HVAC replacement.

New Business

President Benson mentioned the Finance Committee will meet soon to discuss the 2023 Budget preparation.

Public Discussion

There was no Public Discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 8:03 p.m. on a motion made by Dina Healey and seconded by Dave Oliver. All were in favor.

The next meeting of the Board of Trustees will be on Monday, November 14, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
October 11, 2022

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