

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on November 14, 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, November 14, 2022. James Benson, Board President, called the meeting to order at 7:02 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

New Business

President Benson and Director George presented the 2023 Proposed Budget to Board members. Increases in Adult and Juvenile Acquisitions, Contingency, Electric and Gas, Library and Maintenance Supplies, Maintenance Contracts, Public Programs, and Water were offset by a decrease in Salaries. The total budget for 2023 shows a \$2,500 overall increase. With additional funds from the Borough (1/3 mil minimum), the budget shows a surplus of \$4,348.

President Benson asked for questions from the Board. With no questions, Dave Oliver made a motion to approve the 2023 Budget. Emily DeScenza seconded the motion. All were in favor.

### Approval of Minutes of Prior Meeting(s)

A motion to approve the minutes of the previous Board meeting held on October 10, 2022, was made by Beverly Weber and seconded by Dina Healey. All were in favor.

### Reports of Officers

President Benson gave Board members an update on the new plantings in the front of the Library. The lawn in the area blocked off near the main entrance has already improved. Holly Muller and Clare Levourne have volunteered to help DPW with the gardening. All are doing a fantastic job.

President Benson reported he has spoken with the Mayor who has approved Barbara Ferris for a seat on the Board beginning in 2023.

### 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.

Barbara Freiberg has been reimbursed \$100 for supplies for a painting program. Holly Muller has been reimbursed \$169.74, and Clare Levourne has been reimbursed \$87.60 for plants and gardening supplies.

No other unusual expenses were noted.

President Benson asked for a vote on Resolution 2022-15 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 November 2022 Monthly Budget Report was provided to Board Members. The Library Supplies and Maintenance Contracts accounts are in negative territory. Director George hopes to increase the budget for this account in 2023. Magazines and Newspapers is also negative for the year. Director George plans to research how much newspapers are being read and will determine the best action for this account in 2023.

All other line items are on track for the year.

### Circulation Report

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

Total Circulation has dropped. This is typical for libraries at this time of year. Students are back in school, and adults are focused on the upcoming holidays. Hoopla, Overdrive Magazines, and Overdrive usage continues to be strong. Internet usage is down from the prior month, but far ahead of 2021. New Users are down but on par with 2021.

The Library sponsored two children's programs in October. Attendance was strong. Adult and Friends programming is up significantly, though not up to pre-Covid levels.

### Director's Report

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

1. It is anticipated that there will be a 36-38-week delay for the HVAC installation in the Children's Room and the Community Room.
2. Director George reported that the DPW, Holly Muller, and Clare Levourne have done a fantastic job landscaping the front of the Library.
3. Repairs are needed to the lighting in the vestibule by the circulation desk.
4. Aunt Flow dispensers are being installed in the women's restrooms. The dispensers offer free environmentally friendly sanitary products. The Friends will sponsor the dispenser in the Community Room restroom; the Library will sponsor the others.
5. Scalzo Maintenance has given Director George a quote on cleaning supplies. The cost is less than purchasing on Amazon and we would be supporting a local business.
6. Director George praised TK1 for their continued maintenance on our computers.
7. Our iPads are being repurposed for the Historical Room project. Meeting Room A has been designated the Historical Collection Room. The Historical Collection Committee is collecting items for display.
8. A new service, Rolling Reads has been implemented, which will offer book delivery to homebound residents. A soft opening was held last week. Future social media marketing and announcements at the Senior Center will help promote the service.
9. A new Sonic Wall (similar to a fire wall) has been installed to provide greater security.

10. A partnership with the Office of Emergency Management (OEM) has been created to offer By-stander CPR courses at the Library on November 30 and December 7. A Bleeding Control training will also be offered to Borough employees.
11. Children's programming has resumed. A pumpkin painting program was well-attended. They are planning a program with Rutgers 4-H science club entitled "The Great Plankton Race." Clifford the therapy dog will return.
12. The Large Print section has become popular with patrons. Adults continue to show interest in all the Library has to offer. Our notary service continues to be well-used.
13. Two Zoom programs will run on November 16. Previously held Zoom programs were well attended. Book displays continue to draw interest. Local artist, Ted Ferfecki, displayed his paintings of Middlesex. last month. This month, Bob Edwards created a display on Margaret Bourke White.
14. Theresa Bond continues to do an excellent job promoting the Library on social media.

#### Committee Reports

President Benson thanked the Finance Committee for their work on the 2023 Budget. There were no other committee reports.

#### Friends of the Library Report

Friends President Susen Edwards reported that Bob Edwards donated his time and talent in presenting "What's That Tune?" on Sunday, October 23. A program on Facts and Fictions in Criminal Justice was held on November 6. Attendance is down from pre-Covid numbers, but enthusiasm from attendees was high. A third program discussing New Jersey innovations is scheduled for December 4. Susen is working on scheduling programs for winter and early spring 2023.

#### Unfinished Business

Board Members received a meeting and holiday calendar for 2023. Because the September 2023 meeting cannot take place until September 18, the Board will meet in both July and August.

#### New Business

The 2023 Budget was reviewed and approved at the meeting's inception.

#### Public Discussion

There was no Public Discussion.

### Executive Session

There was no Executive Session.

### Adjournment

The meeting was adjourned at 8:11 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, December 12, 2022, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
November 16, 2022

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