

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on February 13, 2023

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, February 13, 2023. James Benson, Board President, called the meeting to order at 7:01 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 (attended via Zoom)
- X Emily DeScenza, Vice-President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- X- Barbara Ferris, 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 January 9, 2023, was made by Dave Oliver and seconded by Emily DeScenza. All were in favor.

Reports of Officers

There were no Reports of Officers.

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 that the check to Assa Abloy has been deleted. The check was written for two invoices, one of which has already been paid. A new check will be issued for \$1,561.40, bringing the monthly bills to an adjusted \$23,363.21.

A check was written to Aunt Flow for dispensers and supplies. This is a one-time fee. Future costs will be only for supplies.

The check written to Courier News for \$664.67 covers a full year's subscription to the newspaper. The check written to State of New Jersey (Fire Safety) also covers one year registration fee.

Payments to Amazon Capital Services is high for the month. New chairs have been purchased for the Makerspace, and new items such as a play kitchen have been purchased for the children's area.

Chrissy George was reimbursed \$145.30 for water delivery and Adobe subscription.

Director George asked if two additional bills could be approved: \$59.57 to Clare Levourne for gardening supplies, and \$423.00 for our yearly subscription to Constant Contact.

No other unusual expenses were noted.

A motion to pay the bills was made by Dave Oliver and seconded by Beverly Weber. 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.”

The Monthly Budget Report for February was provided to Board Members. Everything is on track for the year.

Circulation Report

Director George gave the circulation report for February 2023. See the Circulation Report for details.

Total Circulation for the month is nearly double that of 2022. New users are up significantly from 2022.

Director George was unable to download the report for Internet usage, but it appears to be on par with past months.

Overdrive Magazines usage is low, but the cost for the service is included in the fee we pay to LMxAC. Director George noted we have a credit of \$2,300.00 in Overdrive from LMxAC.

Meeting room numbers are up. The Borough is using the Community Room for meetings. The Friends had four programs for the month with an estimated total of 67 attendees. No Children's programs were held in January.

Director's Report

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

1. PSE&G will install parking lot lights on the Community Room side of the building at no expense to the Library.
2. Elite and DPW are discussing updating lighting above the main and Community Room entrances.
3. DPW will replace thirty-five bulbs in the children's area later this week. They will also install Aunt Flow dispensers.
4. We are waiting to hear from Elite about installing bollard (pole) lights as well as updating lighting in children's area.
5. DPW will remove table and chairs from Room A. The furniture will be repurposed at Borough Hall.
6. Makerspace upgrades are being made.
7. We are still in the process of relabeling DVDs so they can be included in ILL.
8. According to the IRS, tax forms are not available. Director George reminded the Board that the staff cannot provide tax advice or help to patrons.
9. The History Room project is underway. Documents mainly from the 2001 Heritage Committee are being scanned and uploaded. The project group is deciding how and what will be displayed in Room A.
10. CPR classes with OEM have been a huge success. Fifty-five people attended the last training.
11. Children's librarian Kaila Ward is doing lots of outreach and bringing more teens to the Library. She has made many changes to the area including making room for a new puppet theatre. Barbara Ferris hosted a cupcake decorating class. Many other activities are ongoing.

12. Reference librarian Mary Toole reported that her desk continues to be busy. The “23 Books in 2023” program is hugely popular. Patrons continue to send print jobs to our printer’s email.

13. Theresa Bond reported on social media outreach, Zoom, in-person programming, and monthly displays. The Winter Newsletter went out to patrons in January highlighting popular books, upcoming programs, and more. A young boy has already won a tote bag for reading twenty-three books.

Committee Reports

Beverly Weber reported that a cheer basket was given to an employee who has recently returned to work after an injury. She also suggested we acknowledge an employee who has retired. Susen Edwards read a thank you note sent from a Board member who was given a cheer basket.

The Personnel Committee has completed the Director Annual Review and has met with the Director to review the report.

Friends of the Library Report

Friends President Susen Edwards reported that thirty-six people attended the February 12 program on Abraham Lincoln. The next Friends event will be Part 2 of Facts and Fiction of Criminal Justice on March 5.

Unfinished Business

As mentioned earlier, the Director Annual Review has been completed by the Personnel Committee.

New Business

President Benson presented Resolution 2023-03, Amending the 2023 Annual Library Budget. Health Insurance costs have increased and one additional employee is now on the policy. Our monthly cost has risen to \$4,800.00, necessitating a \$12,000.00 yearly increase to the budget.

Melissa Fedosh moved to accept Resolution 2023-03. Susen Edwards seconded the motion. All were in favor.

Public Discussion

There was no Public Discussion.

Executive Session

Barbara Ferris made a motion to move into Executive Session. Beverly Weber seconded the motion. All were in favor.

Adjournment

Prior to adjourning, President Benson reminded Board members to review the partially completed new Personnel Policy. More work is being done on the document.

The meeting was adjourned at 8:44 p.m. on a motion made by Dina Healey and seconded by Melissa Fedosh. All were in favor.

The next meeting of the Board of Trustees will be on Monday, March 13, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
February 14, 2023

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