

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 10, 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, April 10, 2023. 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 (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 March 13, 2023, was made by Beverly Weber and seconded by Emily DeScenza. All were in favor.

Reports of Officers

President Benson welcomed Erin Gomez who has been appointed as the Schools Superintendent Representative to the Board.

There were no other 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 checks issued to Ants in the Pants (\$415.00), Insectropolis (\$400), and The Magic of Conrad (\$365.00) are for summer reading programs.

Two \$75.00 checks were issued to New Jersey State League of Municipalities for webinars.

LMxAC was issued a check for \$3,722.50 for quarterly dues.

The payment of \$250.00 to MedicZero was for a CPR training program.

The payment to Approved Fire Protection Co. for \$298.06 was a bill from December 2022.

It was noted that no check appeared for PSEG this month. The Board agreed to approve a payment not to exceed \$3,000.00 to PSEG to cover this month's bill when it comes in.

No other unusual expenses were noted.

Dina Healey moved to approve Resolution 2023-04 to pay the bills. Susen Edwards seconded the motion. 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 March was provided to Board Members. Director George noted an overlap between Digital Media and Internet/Technology categories. She hopes to work out a plan to distinguish between the two and to make sure enough money is available for digital media.

Everything is on target for the year to date.

Circulation Report

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

Total Circulation for the month is up by 1,000 from the prior month. Internet usage has also increased and has more than doubled from April 2022.

Meeting room numbers are on par for the month.

Director's Report

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

1. Elite's quote for the awning lighting is much too expensive. We have approximately \$15,000.00 from HUD which we might be able to use for the project. When President Benson returns from Florida, we will investigate this.
2. Plumbing problems have arisen since Aunt Flow dispensers have been installed. People are flushing sanitary products despite signs to the contrary. Director George will remove products from the dispensers and see if the problem continues.
3. An AED machine will be installed this week.
4. Director George is currently collecting data on a new intrusion alarm.
5. A new director has been appointed to LMxAC. Under his direction many technology upgrades are taking place.
6. Director George is increasing the money allotted to Hoopla for the month of April to see if it helps more patrons use the service.
7. Director George discussed a recurring problem with four middle school boys who have been causing trouble at the Library. She tried contacting the parents, but they have no library cards. A counselor at Mauger School spoke to the boys and called the parents. A letter was then sent to the parents advising them that the boys are not allowed in the Library or on Library grounds for one year unless accompanied by a parent.
8. Children's computers are being upgraded.
9. Staff member Holly Muller has passed her notary exam. Once her paperwork is completed, she will provide notary services for the community.
10. Children's Librarian, Kaila Ward has begun plans for her summer programs. She reported on a successful NJ Maker's Day program on March 25. A murder mystery event for teens was a huge success. She has received numerous board game donations which are now available in the Maker-space.

11. Reference Librarian, Mary Toole reported that patron computers have been busy. She is in the process of finding areas in our nonfiction collection that need updating.

12. Theresa Bond reported the Library is gearing up for National Library Week, held the last week in April. She is challenging patrons to guess how many books are in our collection. The display case has become popular and is being used by a number of community organizations. Twenty-one tote bags have been given out to date for the “23 Books in 2023” challenge.

Committee Reports

The Sunshine Committee sent a sympathy card and a donation to Kristy Garcia’s family after her passing.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends will be hosting the Florian Schantz Jazz Combo on April 30.

Attendance has been down overall for Friends’ programs. Former attendees have aged out or passed away. Others have gotten out of the habit of attending events, a trend that appears to be state-wide.

Susen Edwards also reported that the Friends are looking for more volunteers.

The Friends will have a tent at Community Day on June 3.

Unfinished Business

President Benson and Director George reported the Personnel Policy revision is still on hold.

New Business

Director George reported the Makerspace Policy needs to be amended. She spoke of a patron who asked to have something made for an item he planned to sell. Should this be allowed, or should we have a don’t ask/don’t tell policy? The policy needs to state that all projects must be approved. Patrons will do the work themselves and not enlist a staff member for the work. Copyright and patent infringement will not be tolerated.

She will write up an amended policy and present it to Board members at the next meeting.

President Benson reminded Board members to complete the financial disclosure forms. Linda Chismar at Borough Hall will forward the information to Director George once it is received from the State.

Dave Oliver is concerned about security and the delay with PSEG and the outdoor lighting. Director George explained the lighting is a new installation, not a repair. She will check with DPW regarding the work order.

Public Discussion

There was no Public Discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 8:08 p.m. on a motion made by Dina Healey and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 8, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
April 11, 2023

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