

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on May 8, 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, May 8, 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
- X Emily DeScenza, Vice-President
- X Melissa Fedosh, Treasurer
- X Susen Edwards, Secretary
- Barbara Ferris, Member At Large
- X Beverly Weber, Member At Large
- Dina Healey, Member At Large
- X Erin Gomez, Representative of the Superintendent of Schools
- 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 April 10, 2023, was made by Beverly Weber and seconded by Dave Oliver. 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 a check issued to Staples in the amount of \$1,732.99, and a check issued to Amazon Capital Services in the amount of \$2,677.40 covered, in part, a replacement printer, label printer, and other tech equipment and supplies.

At the April meeting the Board approved up to \$3,000.00 to pay the PSEG bill that had not yet been received. This month's check in the amount of \$4,468.96 covers that bill and the current month's bill.

Director George mentioned that a check in the amount of \$3,722.50 was paid to LMxAC this month and last month. LMxAC now bills at the beginning of a quarter, rather than the old method of billing at the end of the quarter. This month's bill is actually for the January 1 - March 31, 2023 quarter. We are paid through June 30, 2023.

Director George also asked the Board to approve checks for two staff members that do not appear on this month's statement: a check to Holly Muller for \$132.40 to cover expenses for her becoming a Notary; and a check to Kaila Ward, Children's Librarian, for \$102.80 for programming supplies. The Board approved both checks.

No other unusual expenses were noted.

Emily DeScenza moved to approve Resolution 2023-05 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 May was provided to Board Members. Director George noted that the Library Supply balance is low. Toner is being billed to the account, but it could be billed to Internet/Technology.

The Board discussed adding Capital Funds to the Monthly Budget Report. Currently we have \$225,000.00 to replace our HVAC system, \$4,000.00 for tempered glass window replacement, and \$10,000.00 for meeting room and library furniture.

Everything is on target for the year to date.

Circulation Report

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

Total Circulation for the month is down from prior months due to spring break. Hoopla usage is up due to Director George budgeting more for the service.

Meeting room numbers are on par for the month. Director George noted that Children's Program ended mid-April.

Director's Report

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

1. We are still waiting to upgrade outdoor lighting fixtures until we receive information about new awnings for the main and Community Room entrances.
2. DPW has been working hard on improving the Library grounds. We are also looking into new fencing to match the wrought-iron type of fencing at Borough Hall.
3. PSEG installed new lighting in our parking lot.
4. We would like to move the small food pantry monitored by the Girl Scouts across the drive to make it more visible. DPW will need to install a cement base.
5. We expect employee Holly Muller to begin offering notary services in early June.
6. Preparation is taking place for summer programming and Community Day on June 3.
7. Director George has personally contracted with the Scream Truck for staff appreciation day on May 10. Staff and Board members are welcome to attend.
8. A patron emailed the Library about banned books, asking which books are currently in our collection from the NEA (National Education Association) "Read Across America Books Banned or Challenged in Schools" list. Director George reported we currently have half the books mentioned on the list and will research the remainder for potential inclusion, within the parameters of our Collection Development Policy.
9. Our Library will attend the NJLA conference held during the first week of June.
10. Children's Librarian, Kaila Ward held a program, "Paws to Read," featuring Clifford the therapy dog and prizes from CB Pet Market. The Pearl Observatory StarLab Planetarium held two suc-

successful programs at the Library. For National Library Week we held a “Chalk the Walk” event. Kaila and Director George are working to create a more formal schedule for the Makerspace.

11. Reference Librarian, Mary Toole reported that the variety of requests from patrons keeps her on her toes. Patrons are enthusiastic about our “Read 23 Books in 2023” program. The Reference Department is working closely with the Children’s Department for a collaborative summer program entitled, “All Together Now.”

12. Theresa Bond reported during Library Week we hosted a gift card giveaway asking patrons to guess the number of books in our collection. The winner guessed 56,000 (The correct answer was 55,987.) A well-attended Paint and Sip program was held on Zoom on April 19. Theresa continues to share library goings-on on social media.

Committee Reports

There were no Committee Reports.

Friends of the Library Report

Friends President Susen Edwards reported that the Friends hosted their final spring program, the Florian Schantz Jazz Combo, on April 30. The event was well-attended and well-received.

Susen Edwards noted that the Friends are looking for more volunteers. The Friends also run a Memoir Writers group and are looking for several new members.

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. He asked Board Members to confirm they have completed their Financial Disclosure forms.

New Business

President Benson gave Board members a copy of the new Disposal of Surplus Items Policy & Procedures. He felt we needed something in writing to outline our procedures. All Board Members approved the Policy which will be added to the Library website.

Public Discussion

There was no Public Discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 8:00 p.m. on a motion made by Melissa Fedosh and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, June 12, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
May 9, 2023

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