

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on June 12, 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, June 12, 2023. James Benson, Board President, called the meeting to order at 7:04 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 Barbara Ferris, Member At Large
- X Beverly Weber, Member At Large
- Dina Healey, Member At Large
- 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 May 8, 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 several reimbursements to her and payments to Amazon Capital were for expenses for Community Day on June 3. Items such as the tent, banner, and corn hole game can be used again. Giveaways, such as earbuds purchased for \$540.23 from 4imprint, were one-time expenses.

A check was written to Baker & Taylor in the amount of \$6,881.18. The company has been slow in shipping and in sending invoices. This month's payment represents a number of invoices which were received at one time.

Two desks, two computers, and four hard drives for children's computers account for a portion of the \$4,852.12 paid to Amazon Capital Services.

No other unusual expenses were noted.

The Board moved to accept Resolution 2023-07 authorizing payment of all claims. 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 June was provided to Board Members. Director George noted that the Library Supply balance is in negative territory. The two new desks purchased this month were billed to the Contingency account.

Capital Funds have been added to the Monthly Budget Report. An error was found in the HVAC System account under Capital Funds. The correct balance should read \$86,250.00.

Everything else is on target for the year to date.

## Circulation Report

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

Total Circulation is down for the prior two months. Director George noted the drop follows last year's numbers. Hoopla, Overdrive Magazines, and Overdrive numbers are all up for the month.

ILLs Out (1,364) and ILLs In (1,338) are close for the first time. This shows we are sending out as much material as we are receiving, which indicates our collection is current and in good shape.

New users for the month are up due to Children's Librarian, Kaila Ward, visiting Borough schools to promote the Library.

Meeting room numbers are down for the month. Children's Programs and Friend's programs ended mid-April.

### Director's Report

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

1. DPW has been working hard on improving the Library grounds. Everything looks beautiful.
2. Jersey Shore Awning submitted rendered drawings and will be installing the new awnings. \$15,738 will come from HUD funds. The remaining \$5,000 will come from Capital funds. The total cost is \$19,800.
3. The small food pantry monitored by the Girl Scouts has been moved across the drive.
4. Holly Muller will be sworn in as a Notary on June 14, 2023. We expect to begin offering notary services in early July.
5. The Library is preparing for a bulk pickup near the end of summer.
6. Community Day was successful and showcased that the Library is more than just books. Director George estimates 223 adults and 276 children visited the tent.
7. Staff Appreciation Day with the Scream Truck was inexpensive and successful. Thanks to Director George for personally funding the event.
8. Director George attended the NJLA conference held during the first week of June.
9. Work on the History Room will begin again this summer. We are still waiting to find a home for the large table currently in Meeting Room A.
10. Summer programming will resume soon. Planning is currently underway.
11. Children's Librarian, Kaila Ward reported the first graders from Watchung School came to the Library for their annual field trip and tour. Kaila also spent time at each of the elementary schools in Middlesex. Currently 105 children have registered for summer programming. Last year we had

a total of 109 children, so the numbers look strong. She also reported twenty-one applicants for our teen volunteer program. Last year we had a total of twenty-four teens.

12. Reference Librarian, Mary Toole reported that two sessions of Chair Yoga will be taught by Kathy Kelly each Tuesday in July. The Adult Summer Reading program will run from July through August.

13. Theresa Bond reported the book display for June honoring Pride Month has received a great deal of positive interest. She has also been reaching out to schools to utilize our display case. Theresa continues to share library goings-on on social media.

### Committee Reports

Beverly Weber asked if anyone was in need of a gift basket from the Sunshine Committee. Director George reported a staff member is slowly recovering from Covid and will not be back to work until July.

There were no other Committee Reports.

### Friends of the Library Report

Friends President Susen Edwards reported that the Friends' tent at Community Day was very popular. They gave away children's books and sold adult books at a nominal cost.

The Friends run a Memoir Writers group and are looking for several new members. Beverly Weber reported her Book Group is looking for new members also. Flyers for both have been hung on the Friends' bulletin board.

Fall program planning is almost complete. Three concerts will be held along with lectures and a historical reenactment.

### Unfinished Business

Outdoor lighting is on hold until the new awnings have been installed.

President Benson had emailed Sections 21-23 of the Personnel Policy for members to review. One section remains to be completed. He hopes to email the final section to the Board for comment before the next meeting.

### New Business

There was no New Business.

### Public Discussion

There was no Public Discussion.

### Executive Session

There was no Executive Session.

### Adjournment

The meeting was adjourned at 8:04 p.m. on a motion made by Melissa Fedosh and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, July 10, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
June 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.**