

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 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, July 10, 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
- X Barbara Ferris, Member At Large
- X Beverly Weber, Member At Large
- X 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 June 12, 2023, was made by Dave Oliver and seconded by Melissa Fedosh. 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.

Elite Electrical Installations was paid \$695.00 to replace the spotlight on the Library sign close to the road.

A check was written to Baker & Taylor in the amount of \$7,102.34. The report divides the amount equally between Adult and Juvenile acquisitions. Director George will check into the exact breakdown.

LMxAC was paid \$3,661.75 for the Library's quarterly assessment. A second check for \$998.61 was paid to LMxAC for the yearly fee for our SIRSI circulation database.

Knowledge City, LLC was paid \$833.15 for our annual subscription for online classes.

No other unusual expenses were noted.

Emily DeScenza moved to accept Resolution 2023-08 authorizing payment of all claims. Dave Oliver 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 July was provided to Board Members. Director George noted that the Library Supply balance is in negative territory. Because of the overlap in Digital Media and Internet/Technology, she may rename and/or combine categories. She also mentioned that DVDs are not being checked out at the pre-Covid rate, which also affects the lower amount being spent in Digital Media.

The correct HVAC System balance under Capital Funds should read \$86,250.00.

Everything else is on target for the year to date.

## Circulation Report

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

Total Circulation is at its highest rate since March 2023. Director George noted the increase is due to summer reading programs. Overdrive Magazines, and Overdrive numbers are all up for the month.

ILLs Out (1,618) and ILLs In (1,622) remain close. 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 at 55—the highest year-to-date.

Meeting room numbers are down. Only a few programs were held during the month.

### Director's Report

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

1. The AED machine has been installed.
2. A plaque has been ordered for May's garden.
3. The History Room project is full steam ahead. Director George reported Meredith is doing a fantastic job cataloging and uploading documents and other historical items. Once DPW removes the conference table in Room A, the room will be available.
4. Holly Muller was sworn in as a Notary. Services are now available at \$2.50/signature.
5. Summer Reading programs began today.
6. Staff training day will be held on July 26. The Library will open at 2:00 pm that day.
7. Children's Librarian, Kaila Ward reported she has 147 children registered for summer programming. This is an increase from 109 last year. She also reported forty volunteers helping with summer events.
8. Reference Librarian, Mary Toole reported two sessions of Chair Yoga will be taught by Kathy Kelly. The Adult Summer Reading program will run from July through August.
9. Theresa Bond reported the beach book display for July is quite popular. The Middlesex Aqualytes are using the display case this month. She also reported artwork by some of Middlesex's youngest residents was on display in June. 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. No one had any news to report.

There were no other Committee Reports.

### Friends of the Library Report

Friends President Susen Edwards reported that the Friends' website is now being hosted by GoDaddy. She has designed a beautiful new website.

Fall program planning is complete. Susen gave Board members a draft copy of the Friends Fall Newsletter.

For Fall 2022 and Spring 2023, patrons were asked to register for programs. Registration was limited to forty per program. Susen asked the Board's opinion on continuing program registration. All agreed it would be in the best interest of everyone to continue with registration but to extend registration to fifty.

The Friends received a \$1,000 donation from Marie Been in memory of her aunt, Ann Bruggner, who passed away recently at the age of 98. Ms. Bruggner was an avid reader and supporter of our Library. Susen has scheduled a program on February 4, 2024, in honor of Ms. Bruggner. The Friends donated \$300 from the donation toward the Children's Summer Reading program.

### Unfinished Business

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

### New Business

President Benson emailed the last section of the Personnel Policy for Board members to review. Discussion was held regarding keeping a written record of verbal discipline. Susen Edwards suggested several editorial changes that would not create any changes to the policies as written. Dave Oliver moved to accept the Personnel Policy. Beverly Weber seconded the motion, which was unanimously accepted by the Board.

Director George will hand out the Personnel Policy at the July 26 staff training.

Barbara Ferris donated many items to the Summer Reading programs.

### Public Discussion

There was no Public Discussion.

### Executive Session

Dina Healey moved that the Board go into Executive Session. Melissa Fedosh seconded the motion. All were in favor.

### Adjournment

The meeting was adjourned at 8:15 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, August 14, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
July 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.**