

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on August 14, 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, August 14, 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  
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 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 July 10, 2023, was made by Dave Oliver and seconded by Emily DeScenza. All were in favor.

A motion to approve the minutes of the previous Executive Session held on July 10, 2023, was made by Beverly Weber and seconded by Barbara Ferris. 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.

LMxAC was paid \$96 for the Library's yearly fee for Deep Freeze software.

LibraryLinkNJ was paid \$803.88 for our yearly ILL delivery fee.

Mary Toole was reimbursed \$150 for gift cards for the Adult Summer Reading program.

Sal's Family Deli was paid \$470 for lunch for staff training. MedicZero was paid \$250 for staff training.

In addition to listed expenses, Natasha Riley sent an invoice for \$600 for her "Not a Mourning Person" programs.

No other unusual expenses were noted.

Dave Oliver moved to accept Resolution 2023-09 authorizing payment of all claims. Dina Healey 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 August was provided to Board Members. Director George noted that the Library Supply balance is in negative territory due to Covid supplies and toner. Magazines and Newspapers is also in negative territory due to increases in hard copy newspaper subscriptions.

Everything else is on target for the year to date.

## Circulation Report

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

All circulation numbers are up and solid. Juvenile Circulation is at its highest rate for the year. Director George noted the increase is due to the successful summer reading program. Overdrive circulation is at 490, also the highest for the year. Fines have increased as well.

New users for the month are at 62—the highest year-to-date.

Forty children's programs were held in July with a total attendance of 576.

Overall, July was a busy, successful month. Director George indicated we are at pre-Covid levels with all our numbers.

### Director's Report

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

1. A plumbing issue occurred in the staff bathroom but was an easy fix.
2. Someone dropped three full open water bottles into our outside book drop. Director George believes the act was intentional. A police report was filed. Over \$500 in damages occurred, mostly with large print books. As a result, two security companies have been brought in for an audit and proposal.
3. The Legacy Lawn project was introduced at a Borough Council meeting and received support from all but one Council member. Director George is coordinating the project with the American Legion. Everything is posted online. Eleven applications have been received to date.
4. The new Personnel Policy was given to staff at the July staff training. All staff members signed the last page and returned to Director George.
5. Hoopla borrowing limits continue to be reached before months' end. Director George will increase spending limits to \$450 a month in August.
6. Two former librarians have offered to become substitute librarians to fill in when necessary.
7. Patron printing limits have been set at 100 pages per day for patrons with a Library card. Online printing requests are limited to 25 pages. Larger print orders must be paid in advance.
8. The Library has adopted a Policy on the Americans With Disabilities Act: The Middlesex Public Library shall endeavor to comply with the provisions of the Americans with Disabilities Act in its services, collections, facilities, and employment practices. We have also adopted a Policy of Non-Discrimination on the Basis of Disability: The Middlesex Public Library does not discriminate on

the basis of disability in the admission or access to, or treatment or employment in, its library programs or services.

9. Children's Librarian, Kaila Ward, reported her drop-in programs are the most popular. Maker-space Fridays are the perfect example with families dropping in to explore the service. She has a team of teen volunteers, which are the key to the program's success.

10. Reference Librarian, Mary Toole reported two sessions of Chair Yoga were well-attended. Patrons are participating in and enjoying the Adult Summer Reading and Review program.

11. Theresa Bond reported the Read 23 Books in 2023 program is getting lots of positive feedback. Our Puzzle Exchange is another popular program. She is hosting Zoom programs that are well-attended.

### 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 Treasurer, Beverly Weber, gave Board members copies of the Friends Fall Newsletter and Friends membership forms.

Friends President, Susen Edwards, reported the Friends are applying for an Arts and History grant from Middlesex County. The theme of the proposed program is "Jazz Comes to Middlesex," which she hopes to present in Fall 2024.

Susen will look into a space for the Friends at the Annual Food Truck Festival to be held on September 30.

### Unfinished Business

Director George presented a quote from ADT and one from Central Jersey Security Cameras for an updated security system. Both proposals were the same, but ADT's installation charge was \$15,872.87 with a \$212.00 monthly charge. Central Jersey's charge is \$7,187.73 with a \$34.95 monthly charge. She sent Central Jersey's proposal to TK1 for their opinion.

Susen Edwards moved to engage the services of Central Jersey Security Cameras. Dave Oliver seconded the motion. All were in favor.

### New Business

There was no new business.

### Public Discussion

William Fenó, 115 Runyon Ave, Middlesex, addressed the Board with a concern about printing. He explained that when some of the pages he was printing came out blurry, he took it upon himself to use the free print button. He questioned why the button existed if patrons were not allowed to use it.

Director George stated that he should not have taken it upon himself to reprint the pages without speaking to a staff member. She said Mr. Fenó could not be trusted to print according to Library policy and was in violation of our code of conduct. Because his credibility has been damaged, he will not be allowed to print on his own. He has only a visitor pass, not a library card, despite living in the Borough.

Director George said that beginning Wednesday, August 16, 2023, Mr. Fenó can still come to the Library to use our computers, but he must ask a staff member to print for him. He can only print Word/text documents—no pictures—with a limit of seven pages per session.

Provided Mr. Fenó follows the direction of Director George and continues to live in Middlesex, he can be issued a library card after January 1, 2024.

### Executive Session

There was no Executive Session.

### Adjournment

The meeting was adjourned at 8:20 p.m. on a motion made by Dina Healey and seconded by Erin Gomez. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 18, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
August 15, 2023

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