

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on October 9, 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, October 9, 2023. James Benson, Board President, called the meeting to order at 7:00 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 September 18, 2023, was made by Beverly Weber and seconded by Dave Oliver. All were in favor.

A motion to approve the Executive Session minutes held on September 18, 2023, was made by Susen Edwards and seconded by Emily DeScenza. All were in favor.

Reports of Officers

President Benson reported that he received a written acknowledgment from the Borough regarding the personnel issue discussed during our September 18, 2023 Executive Session. The Borough administrator assured him that the issue would be handled.

### 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 two reimbursement checks that needed to be added to the bills. Holly Muller is to be reimbursed \$113.55 for expenses related to fall plantings. Maureen Ferretti, former children's librarian, is now working as a substitute librarian and paid as a subcontractor. She is owed \$512.00 for her work.

An account has been opened with WB Mason for supplies. Director George is pleased with the company and hopes to transfer much of our supply ordering to them.

Some of the money paid to Amazon Capital Services was used to upgrade the staff room.

Only two of our three usual water bills have been received at this time.

No other unusual expenses were noted.

Dave Oliver moved to accept Resolution 2023-12 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 October was provided to Board Members. Director George noted that the Library Supply balance is in negative territory. She anticipates the annual audit will be completed within the next two weeks.

### Circulation Report

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

Circulation numbers have dipped for September as students return to school but are significantly higher than 2021 and 2022. Overdrive Magazine numbers have tripled since August. ILLs continue to be strong.

No children's programs were held in September. Adult and Friends program numbers are up significantly.

### Director's Report

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

1. A flood occurred in the children's area due to a problem with the HVAC system. Fortunately, the only damage was to a section of the carpet.
2. Thirty-six new light bulbs will be installed by DPW in the children's area.
3. The Maker Space and staff room are being spruced up. Later this week, Apollo Glass will provide an estimate for tempered glass windows.
4. The Legacy Lawn project currently has 108 participants. The unveiling will be on November 11, at 10:30 a.m.
5. On November 28, the Library will host Bystander CPR and Bleeding Control classes run by OEM.
6. Director George received the one-third mill number for 2024: \$775,334, up \$82,522 from 2023.
7. Teen volunteers are making bracelets and hiding them throughout the Library. Patrons are enjoying the project.
8. Kaila Ward, Children's Librarian reported Fall programs will begin this week. The High School Key Club will be volunteering with the Library. Their goal is to give back to the community.
9. Theresa Bond reported that patrons love the Zoom programs she is offering. She is actively promoting the Library through social media, book and other displays. Banned Books were displayed from September 26 - October 9. Many patrons stopped to discuss their feelings about banned books with Reference Librarians. An in-person Quilling Workshop with Director George is scheduled for November.

### Committee Reports

Beverly Weber asked if anyone was in need of a cheer basket. Discussion centered around whether to give a cheer basket to staff members who've had Covid.

President Benson asked the Personnel Committee to prepare for the next Director evaluation.

There were no other committee reports.

### Friends of the Library Report

Friends President, Susen Edwards, reported the Friends have had two well-attended programs so far this fall. Attendance is up significantly from last year, but still not at pre-Covid levels. Patrons sign up for events and don't show. Others attend events but have not pre-registered.

The Friends will host a Halloween program on October 22. On November 5, Carol Simon Levin, a historical re-enactor, will perform "Mothers of Invention."

### Unfinished Business

A work schedule for the new HVAC system will be coming soon. We are still waiting for outside awnings and outdoor lighting.

### New Business

Director George will be preparing the 2024 Budget soon. She wants to replace the lighting and carpet in the children's area.

### Public Discussion

There was no public discussion.

### Executive Session

There was no Executive Session.

### Adjournment

The meeting was adjourned at 7:46 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, November 13, 2023, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards

Secretary  
October 10, 2023

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