

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 8, 2024

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, April 8, 2024. James Benson, Board President, called the meeting to order at 7:02 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's public bulletin board.

Roll Call of Members

X – Represents member present at meeting

- X James Benson, President (attended via phone)
- 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
- Erin Gomez, Representative of the Superintendent of Schools
- 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 March 11, 2024, was made by Beverly Weber and seconded by Susen Edwards. All were in favor.

A motion to approve the minutes of the previous Executive Session held on March 11, 2024, was made by Dina Healey and seconded by Susen Edwards. 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 the \$200 check to Ana's World of Minis is for two miniature horses to attend Staff Appreciation Day. The Borough will pay the other half of the cost of the horses. Director George paid \$420 to reserve the Scream Truck for Staff Appreciation Day. The Borough will reimburse us for their portion of the Scream Truck use. She also paid \$193.54 toward hotel rooms for the NJLA conference. WB Mason was paid \$997.72. That expense was, in great part, to replenish printer ink cartridges. Amazon Capital was paid \$575.97 for iPads for the History Room. LMxAC was paid \$1,200.00 for extra Hoopla usage and \$3,661.75 for our quarterly assessment. Total expenses for the month are \$10,925.60.

Emily DeScenza moved to accept Resolution 2024-06 authorizing payment of all claims. Barbara Ferris 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 March was provided to Board Members. Director George noted the Annual Audit will probably take place in May or June. She also mentioned the numbers for the HVAC System under Capital Funds don't balance. She will speak to the Borough CFO for clarification. Everything else is on target for the year.

Circulation Report

Director George gave the circulation report for the month. See the Circulation Reports for details.

The Circulation Report shows large increases in March in all areas. Hoopla numbers have gone up as well. LMxAC has a new way of calculating Overdrive numbers and as such, cannot be compared to months prior to January 2024.

We will begin offering DVDs through ILL. April's report will show if this addition increases our ILLs Out.

Meeting room attendance at Adult/Friends, Community, and Children's programs is all strong.

Director's Report

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

1. The HVAC system is currently working. We are still waiting for replacement parts to be delivered and installed.
2. Outdoor lighting has been repaired.
3. The Borough CFO indicates that Capital Funds can be reappropriated for ADL compliant entrances for the Library and Community Room.
4. Cracks occurred in two spots after the earthquake. DPW has inspected the damage and have reported the issue to the Borough Engineer.
5. We are looking for a place to donate the old Community Room chairs.
6. Staff Appreciation Day for the Borough will take place on May 15. The Scream Truck will be here between 2:30 and 3:00 p.m.
7. Four librarians are planning on attending the NJLA Conference at the end of May.
8. Furniture has been ordered for the History Room.
9. A Volunteer Fair will take place in the Community Room on Saturday, April 20.
10. The Library ordered a large number of glasses for the eclipse earlier today. All were distributed and many requests could not be fulfilled. Those who attended the event at the Library eagerly shared their glasses.
11. Kaila Ward, Children's Librarian hosted a NASA Space Ambassador to educate children in grades 3-5 about the eclipse. A Peeps Taste Test brought 25 children to the Library. Approximately 200 items were weeded from the YA comics section, making room for up-to-date items.
12. Mary Toole, Reference Librarian, reported that the Library had not received any tax forms from the IRS.
13. Theresa Bond continues to keep active with social media and community programs. Her Zoom art programs are well-attended. For National Women's Month in March, she created a display of books by female authors. April's display will celebrate Autism Awareness Month. The Puzzle Exchange is popular as well.

Committee Reports

Two Board Members are under the weather. Beverly Weber will send care baskets to both.

There were no other committee reports.

Friends of the Library Report

Friends President, Susen Edwards reported that thanks to Councilman Michael Conahan, the Borough has approved adding the Friends to the Borough's insurance policy. A resolution was passed unanimously at the March 26 Council meeting. The matter has been passed to JIF.

Susen Edwards will present a program on memoir writing on April 10. The Friends final program for Spring 2024 will be a guitar concert on May 5. The Friends will have information about volunteering on the Library's table at the Volunteer Fair on April 20.

Unfinished Business

Director George stated that the Technology Policy is complete. Beverly Weber moved to accept the policy. Susen Edwards seconded the motion. All were in favor.

New Business

Director George reported that the Library has the only known microfilm records of the *Middlesex Chronicle*. She wants to put in a one-time request for Capital Funds to digitize all back issues, estimating the cost to be \$12,000 - \$15,000. She also wants to request \$20,000 in Capital Funds to upgrade the lighting in the Children's room.

Public Discussion

There was no Public Discussion.

Executive Session

Susen Edwards moved to exit the regular meeting and move into Executive Session. Emily DeScenza seconded the motion. All were in favor.

Adjournment

The meeting was adjourned at 7:59 p.m. on a motion made by Dina Healey and seconded by Susen Edwards. All were in favor.

The next meeting of the Board of Trustees will be on Monday, May 13, 2024, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
April 9, 2024

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