

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on July 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, July 8, 2024. 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's 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 and the previous Executive Session both held on June 10, 2024, was made by Beverly Weber and seconded by Barbara Ferris. All were in favor.

Reports of Officers

President Benson asked Secretary Susen Edwards to read a note he had written to the Board expressing his thanks after a recent family tragedy.

There were no other 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 that the first three checks listed had been approved for payment at the June Board meeting but had not appeared on the June statement.

Two checks were written to LMxAC: \$1,107.21 for additional digital allocation to Hoopla, and \$3,692.72 for our quarterly assessment.

Two additional invoices arrived after this month's statement had been printed: \$126.57 to Holly Mueller for gardening supplies, and \$139.97 to Chrissy George (\$100.08 for staff lunch during the flood cleanup and \$30.89 to Michaels for supplies).

PSE&G is now being automatically withdrawn from our bank account. The current bill is \$2,249.25 and does not appear on the statement.

The check written to Demco for \$1,996.00 should be billed to the Restricted account rather than Memberships. The bill is for supplies for the History Room.

Dave Oliver moved to accept Resolution 2024-10 authorizing payment of all bills including the additional checks mentioned above. Emily DeScenza 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 the annual audit is in progress. Everything is on target for the year.

Circulation Report

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

She noted that the report is incomplete because of the update of our computer operating system to Polaris. ILLs In and Out, Fines, Total Circulation, and Current Total Users could not be calculated. Both Adult and Juvenile numbers are up from the prior month as is New Users.

No Children's programs were held during the past month. Programming began today.

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 material for the new doors will ship on July 19. Installation is anticipated to begin in early- to mid-August.
2. Apollo Glass is coming to repair a window leak in Circulation and provide an estimate to change remaining main Library windows to tempered glass.
3. The History Room blinds were installed today. A meeting of the Local History Room group will be scheduled for mid-August.
4. The HVAC system needs to be evaluated for a possible leak or a refill of coolant. The expected cost of \$4,725 can be taken from Capital funds.
5. A ceiling/roof leak occurred on July 5. Forty-eight carpet tiles were waterlogged, 217 books were damaged, ceiling and light fixtures were also damaged. As of this morning the Borough Administrator says cleanup and repairs are underway. We are also working on an insurance claim.
6. Summer reading programs began today. Our numbers are back to pre-COVID levels.
7. Director George, Kayla, and Katrina have written a manual to aid in the transition from SIRSI to Polaris. A number of other LMxAC libraries have requested copies.
8. ACH debit payments have been instituted for PSEG, but not for NJ American Water.
9. Kaila Ward, Children's Librarian, reported that 45 teen volunteers have registered to help this summer. Thirty volunteer shifts were completed in just three days. Families continue to register for summer programs. One child said to his mom, "I never want to leave . . . I love the library!"
10. Mary Toole, Reference Librarian, reported that Polaris is up and running and the staff is ready to catalog materials again.
11. Theresa Bond continues to keep active with social media and community programs. The theme of summer reading is "Adventure Begins at Your Library." Middlesex Aqualytes will be coming in tomorrow to set up a display that will run through mid-August.

Committee Reports

Beverly Weber from the Sunshine Committee mentioned she delivered a cheer basket to a Board member. She will also send something to an employee who is recovering from a same-day surgery. She asked if any Board members knew of anyone else needing a care basket. Fortunately, no one replied.

There were no other committee reports.

Friends of the Library Report

Friends President, Susen Edwards reported that the Friends have nothing scheduled until September. She has been uploading the “Jazz Comes to Middlesex” series of concerts to the Middlesex County Culture and Arts website. She has begun scheduling programs for early 2025.

Unfinished Business

The outdoor lighting is still on hold. The update on the Automatic Doors/HUD Grant was discussed during the Director’s Report.

New Business

President Benson asked Board members to discuss the possibility of canceling our August 12 meeting. Everything is up to date and things are running smoothly. All members agreed to cancel the August meeting and resume normal scheduling beginning on September 9.

Public Discussion

There was no Public Discussion.

Executive Session

Susen Edwards moved the Board enter Executive Session. Beverly Weber seconded the motion. All were in favor.

Adjournment

The meeting was adjourned at 7:56 p.m. on a motion made by Dina Healey and seconded by Beverly Weber. All were in favor.

The next meeting of the Board of Trustees will be on Monday, September 9, 2024, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
July 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.