

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on February 10, 2025

Call to Order

The regular meeting of the Middlesex Library Board of Trustees was held in the Community Room of the Library on Monday, February 10, 2025. 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 Courier News, 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 Fornataro, 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 January 13, 2025, was made by Emily DeScenza and seconded by Beverly Weber. 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.

We ran out of checks, so several bills will not be paid until tomorrow when we will receive a new supply. Those items are listed in red ink on the Report.

For January 2025: STELLA (formerly LMxAC) was paid \$3,692.72 for quarterly dues. Swank Supply, Clooney & Co. was paid \$2,750.00 for our 2024 audit. This amount was paid from our 2024 budget. TK1 Solutions was paid \$2,100.00 to upgrade all WiFi hotspots. Constant Contact was paid \$714.00 for a full year. We have upgraded our Constant Contact account to sync with our website. Chrissy George will be reimbursed \$671.58 for our Adobe Suite yearly subscription. Approved Fire Protection was paid \$413.68 to inspect the range hood in the Community Room.

There were no unusual expenses for the month.

Susen Edwards moved to accept Resolution 2025-02 authorizing payment of all bills. Dina Fornatero 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.”

Director George provided Board members with the Monthly Budget Report for February 2025. All accounts are in good shape

The upgrade to Tempered Glass Windows under Capital Funds has been completed.

President Benson mentioned we have a surplus from last year. At the March meeting we will discuss how much of the surplus should be transferred into our Surplus Account.

Circulation Report

Director George gave the circulation report for February. Total Circulation for the month is up significantly from the prior two years. See the Circulation Report for details.

Hoopla and Overdrive numbers are strong. Director George mentioned she added extra money into our Hoopla account for the month.

The Borough has been using the Community Room for meetings. The Friends/Adult programs saw significant increases in attendance from 2024. No children's programs were held in January but have begun again in February.

Director's Report

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

1. All roof repairs have been completed and signed off on.
2. A cluster of lights above the Reference Desk are not working. DPW can't find the problem. Elite Electrical will investigate this week.
3. Towne Plumbing has fixed a plumbing repair.
4. TK1 Solutions has replaced all WiFi access points. Everything is working well.
5. New computers have been installed but challenges exist with the SAM software.
6. The Library is getting ready for Maker March. Programs will be held on weekdays throughout the month.
7. Director George is working with STELLA (LMxAC) to help develop a new strategic plan.
8. Services will be held on Saturday, February 15, for an employee's mother who passed away. Some staff members want to attend, which will leave the Library short-handed. Dina Fornataro suggested we delay opening the Library to 11:30 a.m. Two Board members will help existing staff manage the Library until the others arrive after the service.
9. Kaila Ward, Children's Librarian, reported that February programs are now in session. Clifford the Therapy Dog and Fun Friday Crafts are two of the most popular programs. Plans are underway for Summer Reading.
10. Mary Toole, Reference Librarian, reported that a couple arrived at the Library seeking help in obtaining a marriage license. A week later they arrived with a minister and witness, saying they had no place to perform the ceremony. They were married in the Community Room!
11. The printer email service continues to be popular. We continue to impose a 50-page limit for this service.

12. Theresa Bond reported that a Kindle will be raffled in June to someone who has completed “25 Books in 2025.” She has several adult programs scheduled, including an in-person macrame program. She continues to share events, new books, and other Library information on social media.

Committee Reports

Susen Edwards reported that the Personnel Committee completed the Director Evaluation prior to tonight’s meeting. They will arrange a time to meet with Director George to discuss the evaluation.

Beverly Weber reported that a care basket was given to the employee who lost her mother.

There were no other Committee Reports.

Friends of the Library Report

Friends President, Susen Edwards, reported that seventy people attended the Friends’ concert on January 26. On Sunday, February 16 they will host a historical reenactment entitled, Saboteurs on the PA Railroad. The Friends also set up a table to sell jewelry at a Valentine card-making workshop.

Unfinished Business

Documents continue to be scanned in preparation for the opening of the Middlesex Borough History Collection Room.

New Business

Director George provided Board Members with a copy of the Job Posting for a full-time Reference/Circulation Librarian. It will be posted internally for three days. If no one applies for the position, it will be published externally. The application deadline is May 1, 2025.

Director George also provided Board Members with a proposed “Bulletin Board & Materials/Flyers Advertising Procedure.” The document states that patrons and community members are prohibited from posting materials in the Library without permission. Barbara Ferris moved to approve the document and change the title to “Bulletin Board & Materials/Flyers Advertising Policy.” Melissa Fedosh seconded the motion. All were in favor.

Public Discussion

There was no Public Discussion.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 7:56 p.m. on a motion made by Dina Fornataro and seconded by Barbara Ferris. All were in favor.

The next meeting of the Board of Trustees will be on Monday, March 10, 2025, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
February 11, 2025

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