

Middlesex Public Library
1300 Mountain Avenue
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on March 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, March 10, 2025. 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 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
- 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
- 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 February 10, 2025, was made by Dave Oliver 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.

Fosbre Town Plumbing was paid \$325.00 to resolve a plumbing issue in the staff restroom. Central Jersey Security Cameras was paid \$450.81 to monitor our alarm system and cameras.

Amazon Capital Services was paid \$897.03 to grow our world languages collection. This money was a surplus from 2024.

Director George was reimbursed \$2,052.94 to reregister our website domain for ten years. The fee includes a number of security features. She was also reimbursed \$75.86 for a check reorder.

There were no unusual expenses for the month.

Emily DeScenza moved to accept Resolution 2025-03 authorizing payment of all bills. Susen Edwards 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 March 2025. All accounts are in good shape.

Director George noted that most maintenance contracts have been paid for the year. The digitization of the Middlesex Chronicle has been completed. Capital Funds accounts will be updated soon.

Circulation Report

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

Juvenile circulation is up from the prior month due to new books purchased from Baker & Taylor. ILLs In and Out remain close in number. We registered 46 new users for the month.

The Friends/Adult programs saw an increase in attendance from 2024. Children's programs have resumed. A Taylor Swift program brought in 80 attendees.

Director's Report

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

1. The roof has begun leaking again. No damage has been done. DPW will investigate tomorrow.
2. A cluster of lights above the Reference Desk has been repaired by Elite Electrical.
3. Towne Plumbing has fixed another plumbing problem.
4. Security cameras are working but old footage cannot be accessed. A service tech is expected this week.
5. Maker March is in full swing and popular with young and old. Programs are held on weekdays throughout the month.
6. Katrina Perry has accepted the full-time position of Circulation/Reference Librarian. She will begin her job once she receives her diploma mid-May.
7. Legacy Lawn applications are on hold for now. The Borough is sponsoring Hometown Hero Banners. There is no charge to applicants for Legacy Lawn but there is a \$100 charge for Hero Banners. This has created some confusion. Director George will send a Constant Contact tomorrow explaining the different programs.
8. All the Middlesex Chronicle microfilm has been digitized and is online. It won't be live until the History Room opens. Tentative plans are for an opening in late May.
9. The Volunteer Fair is scheduled at the Library for May 3.
10. Kaila Ward-Merritt, Children's Librarian reported that new children's programs are in full-swing and well-attended. Book Character Bingo and Clifford the therapy dog are crowd pleasers. She has added 100 books in other languages (Spanish primarily) through Penworthy.
11. Mary Toole, Reference Librarian, reported that she has also purchased a large collection of new books, including bestsellers for Spanish-speaking patrons. She also wants to replace some literature classics in fiction.
12. Theresa Bond reported that this month's book display is "Break Up the Winter Monotony with a Thriller." She continues to host in-person and Zoom programs, and shares events, new books, and other Library information on social media.

Committee Reports

Susen Edwards reported that the Personnel Committee met with Director George to discuss her yearly evaluation. Overall, we are very satisfied with her performance and her positive influence in the community.

There were no other Committee Reports.

Friends of the Library Report

Friends President, Susen Edwards, reported that attendance has been strong at this winter's programs. Sunday, March 16, the Friends will host a Pedal Steel Guitar concert. The Friends are partnering with the Environmental Committee for a program in June. They also hope to attend Volunteer Day on May 3.

Unfinished Business

Unfinished Business was discussed in the Director's Report.

New Business

There was no New Business.

Public Discussion

Councilman Mike Conahan said the Borough has reviewed the policy for displaying flyers on Borough property. Permission must be obtained for any flyer or information posted.

Executive Session

There was no Executive Session.

Adjournment

The meeting was adjourned at 7:54 p.m. on a motion made by Dina Fornataro and seconded by Melissa Fedosh. All were in favor.

The next meeting of the Board of Trustees will be on Monday, April 14, 2025, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards
Secretary
March 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.