

Middlesex Public Library  
1300 Mountain Avenue  
Middlesex, NJ 08846

Minutes of Board of Trustees Meeting on April 14, 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, April 14, 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
- 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
- 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 March 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.

TK1 Solutions was paid \$13,500 for our yearly maintenance contract. WB Mason charges include a new water cooler. Penworthy was paid \$1,986.85 for books for our World Languages program. Fosbre Town Plumbing was paid \$1,350 for a new sink filter and hot water heater. Our quarterly fee of \$3,692.72 was paid to Stella (LMxAC).

Director George noted that our NJ American Water account is now on autopay. Two charges of \$1,000 each include back bills.

There were no unusual expenses for the month.

Susen Edwards moved to accept Resolution 2025-04 authorizing payment of all bills. 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.”

Director George provided Board members with the Monthly Budget Report for April 2025. All accounts are in good shape. She noted that most maintenance contracts have been paid for the year.

### Circulation Report

Director George gave the circulation report for April. 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 and weeding of old books. ILLs In and Out remain close in number.

Children’s program attendance is strong and shows nearly triple the number of attendees from 2024.

### Director’s Report

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

1. Security cameras have been repaired. The roof leak has been patched by DPW. DPW also completed a bulk trash pickup.

2. Maker March programs were held every weekday in March. The program was well-received. Next year we will do more marketing.
3. JIF will conduct a safety audit next week. Director George noted that we will have Narcan available in case of an emergency.
4. TK1 will come in later this week to work on patron printing issues.
5. The Library website has been updated. Instagram and Constant Contact announcements are now visible on the Home Page.
6. The Volunteer Fair is scheduled at the Library for May 3. The Borough has purchased a large tent, which will be used for the event. The majority of organizations will be outdoors, rain or shine. Some others will be in the Community Room.
7. IMLS (Institute of Museum and Library Services) has been defunded. At this point it is not affecting us. Long term implications are unknown at this point. New Jersey has joined with twenty other State Attorneys General to halt the defunding.
8. Kaila Ward-Merritt, Children's Librarian reported that Maker March was a tremendous hit. They partnered with the Recreation Department Center's Bunny Hop event and welcomed 250 participants. She noted that most patrons prefer to drop-in rather than pre-register for events.
9. Mary Toole, Reference Librarian, reported that she has printed the 1040 IRS Instruction document and made it available for patrons. The Rolling Reads program for housebound patrons is going strong.
10. Theresa Bond continues to host in-person and Zoom programs, and shares events, new books, and other Library information on social media. The March display focused on International Women's Month.

#### Committee Reports

Beverly Weber reported that a Board Member had surgery and is recovering nicely.

#### Friends of the Library Report

Friends President, Susen Edwards, reported that their final spring program will be a guitar concert on Saturday, April 26. Vic Lennard, a visiting Brit, offers his talent for free, asking that we put out a donation jar. All programs have been scheduled for fall, including a free program on Margaret Bourke White. The Friends gained three valuable volunteers from last year's Volunteer Day.

### Unfinished Business

Director George reported she has received a quote from Blinds To Go to replace the blinds in the Library. The full quote was \$8,057.18, less approximately \$500 in sales tax. The Board discussed ways to pay for the blinds: using \$5,000 from the Fines account, \$2,000 from Contingency, \$7,000 in Tempered Glass Update in Capital Funds. The Board also discussed applying for new Capital Funds, which we cannot do until summer.

President Benson asked for a vote to approve the replacement of the blinds. All were in favor.

President Benson had emailed three resolutions to Board members prior to the meeting. Copies were included in member packets for tonight's meeting.

President Benson called for a vote on Resolution 2025-05: Approval for the Library Director to use a personal credit card for the purchase of Library goods and services when deemed necessary. All were in favor.

President Benson called for a vote on Resolution 2025-06: Appointing Katrina Perry to full-time position in Library circulation and reference librarian, effective May 12, 2025. All were in favor.

President Benson called for a vote on Resolution 2025-07: Transfer of funds from the general fund to the surplus fund. All were in favor.

### New Business

There was no New Business.

### Public Discussion

Councilman Mike Conahan discussed details of the Volunteer Fair on May 3, which will be held rain or shine. The Borough sent a mailing to all residents announcing the event and asking for volunteers. Volunteers are needed in all areas but most importantly for the Rescue Squad and Fire Department. At the Mayor and Council meeting on May 27, Beverly Weber will be honored as a Pillar of the Community. Jim Benson will be honored as a Pillar on July 15.

### Executive Session

There was no Executive Session.

### Adjournment

The meeting was adjourned at 8:00 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, May 12, 2025, at 7:00 p.m. in the Community Room of the Library.

Respectfully submitted,

Susen Edwards  
Secretary  
April 15, 2025

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