

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, APRIL 9, 2019

MEETING CALLED TO ORDER at 6:57 p.m.

FLAG SALUTE

SWEARING IN OF BCS ACTING SUPERINTENDENT: Oath of Office was administered by Board President Nancy Grover.

Joseph Campisi, Ph.D. was sworn in as a trustee in his role as Interim Assistant Superintendent and Acting Superintendent for the Berlin Borough School District.

SUNSHINE NOTICE: Adequate notice of the meeting has been advertised in the Berlin Sun, and the Camden Courier Post. Notice of the meeting has been posted on the bulletin board and website of the MFML, indicating the date, time and location of this meeting.

ROLL CALL: Nancy Grover (Here), Millard Wilkinson, Jr. (Here), Janet Guerere (Absent), Christina Hoffmann (Here), Robert Foster (Absent), Mary Kristen Albertson (Here), Kimberly Cunningham (Here), Mayor James Bilella (Absent), Joseph Campisi (Here), Cande Kristoff (Absent)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Friends' President Katherine Kas; Alice Malloy from Our Lady of Mount Carmel Regional School (OLMC); Gail David from Eastern Regional High School (ERH)

APPROVAL OF MINUTES FOR BOARD MEETING HELD MARCH 5, 2019: Motion to approve the March 5, 2019 minutes distributed via email made by Millard Wilkinson and seconded by Kim Cunningham. All in favor, motion approved.

REPORT OF FRIENDS: President Katie Kas said that they made \$220 at the Ollie Gator's Fundraiser. There will be another fundraiser event at Ollie Gator's in August since the weather hindered the first event. The Friends' next fundraiser is the Mother's Day Tea which will be held on Saturday, May 11th. Director Flynn added that the library just began selling tickets today and flyers are available. The Tea announcement is also posted on the MFML website. Deanna Scheunemann is coordinating the event as well as the volunteers. Katie mentioned that the annual Book & Bake Sale will be moved to September this year and an update on that event will be provided sometime this summer.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy provided the update for OLMC. She said that they had their Camden County Middle School of Character Award Presentation since we last met, and the ceremony was covered by "The Berlin Sun." They have a free toddler music and art class ongoing on Tuesdays from 9:30 to 10:15 a.m. which runs through April 30th. There is a Parish sponsored Easter Bunny Breakfast this Saturday morning. Eight Grade will lead a Tenebrae service next Wednesday, April 17th at 9 a.m. in the church. We are in the middle of our track season and basketball just ended. Our Easter Vacation begins on April 18th and school re-opens on April 29th. A Summer Art Camp is scheduled for June 24th to the 28th and they are looking into the possibility of a STEM camp in

July. Two students advanced to the national round of the National History Bee: 7th Grader Jacob Hansell and 8th Grader Sam Millenbach, while 6th Grader Abby Millenbach will represent the school in the All South Jersey Elementary Honors Band this weekend.

Gail David from ERH shared the news that their Superintendent Hal Melleby is retiring and his last day will be August 1st. Their Director of Curriculum will be taking over as Superintendent. The Disney Trip for the Senior class was April 7th to the 9th. The Junior Prom is this Friday and Senior Prom is May 10th. Graduation is June 18th. At their last board meeting, a presentation on the new health class was provided and it's called "Lifestyle Fitness Class." It has yoga and spinning and the kids just love the class.

Dr. Campisi provided an update on his first month at BCS. He said there were two nice articles about BCS recently published in "The Berlin Sun." BCS's STEAM teacher, Mr. Ford had two pairs of students attend a Tech Competition in Blackwood while the school's Jazz Band took home some hardware from the Medford Jazz Festival. The baseball and softball seasons have started, and the middle school held a Dance last week. BCS is amid budget season, and the initial budget presented was approved by the Board. The next step is the Board meeting with the public hearing on April 25th and this date unfortunately falls during Spring Break. Mr. Galleone's Interact Team will likely help with the Friends' Mother's Day Tea again and either Dr. Campisi or Mr. Galleone will follow up on that item. The school also hosted some relatives of Holocaust survivors today and their presentation was made to 4th Grade. The survivors commended the 4th grade class for their attention and participation.

PRIVILEGE OF THE FLOOR: This section is not applicable as there are no members of the public present at this meeting. We do not need to open or close the privilege of the floor.

TREASURER'S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A)

MFML Operating/Checking Account: \$101,480.87

MFML Payroll Account: \$3,986.64

Accounts of MFML as an Association Library from 1957 to 12/31/2014

TD Money Market Account: \$16,288.54

Total: \$121,756.05

Tina mentioned there is a decrease in the total amount due to a larger than usual transfer made to the Borough for the Director's health insurance. The second page of the report is the outstanding checks in the right-hand column. Hearing no further questions or comments, motion to receive and approve the Treasurer's Report made by Mary Kristen Albertson and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B)

Receipts for March 2019: \$21,123.75

Disbursements for March 2019: \$21,462.10

Total YTD Budget Expenses: \$60,318.21

Director Flynn said the payroll is \$10,228.45 and that there was a larger transfer made to the Borough as Tina mentioned earlier in her report, and this was due to how the Borough billed the premium this quarter. The rest of the bills are our normal bills except Book Systems which is our annual renewal fee for our online catalog. Constant Contact is our web service and that expense is our annual renewal fee as well. The second page is year-to-date line item expenses.

Motion to receive and approve the Director's Financial Report made by Tina Hoffmann and seconded by Joe Campisi. Hearing no further questions, all in favor, motion approved.

DIRECTOR AND COMMITTEE REPORTS: Director Flynn (Please see Attachment B)

Buildings & Grounds – There is not a lot to report on this month except the Construction Bond is moving and there has been an update since January. They are working more closely with the Governor's Policy Office. Director Flynn provided Dr. Campisi with some further background information about this bond and advised him that we are ready to go when the state begins moving forward. We have met with an architect and are prepared to act once the state sets forth the guidelines. Dr. Campisi offered to help with advocacy from the district if it is needed.

Tina gave an overview of a potential landscaping project. Prior to tonight's meeting, she sent the board photos taken from the entrance of the library, which is the area she is looking to improve. She met with our landscaper earlier today to discuss what could be done to enhance the view to the right of the library's entrance, specifically the part of our property that abuts the gas station. They discussed extending the wood fence towards the Pike, perhaps even doing a gradual sloping of the fence as it approaches the road. Extending the fence, adding trees and bushes, and fixing the drainage problem will cost approximately \$3500 and could be completed within a month in time for the Mother's Day Tea. To fix the drainage problem, our landscaper said he would combine the two downspouts from the roof and re-route the water towards the old post office where there is a big drainage grate. Christine added that we would need at least two more estimates if it is that much money. Tina asked that we consider starting this project before the Tea or at least during the summer. She went on to say that a new fence would not only block the view of the neighboring gas station, but also the view of the new Royal Farms store that is going up across the street.

Nancy expressed her concern over spending that amount of money when the construction grant is impending. She suggested that we might achieve the same effect by planting trees and arboretum. Millard added that we are talking about re-locating the library's entrance to the center between the hotel and old library so the objectionable view we see now will change. Christine said perhaps we can break the project up into two parts as it is important to take care of the drainage problem. Nancy further added that the front doors need to be replaced with insulated doors and she feels that is a more critical problem than extending the fence. Director Flynn said she would get two more landscaping estimates, as well as estimates for replacing the doors. She also asked Tina to advise if there are any issues with replacing the doors from a historical building perspective. Christine will work on obtaining estimates for the landscaping and door replacement.

The discussion then turned to the Historical Marker that will be placed at the hotel/library entrance. Tina sent the Board a copy of what the Historical Marker will look like via email. She mentioned that she wanted to remain true to Charles W. Wright's book where it says it was a half day's journey from Philadelphia to Atlantic City meaning 12 hours. People had to be at the river in Philadelphia to catch the ferry at 4 a.m. to meet the 4:30 a.m. Stagecoach to get here by lunchtime, and then on to Absecon at dusk. She is debating taking that part out and just leaving it as arduous journey. All agreed the marker looked great. It is 24 x 36 and it is cantilevered on a metal frame which is standard for historical markers throughout all our national parks. We still need to discuss the placement of this marker, but Nancy and the Board thanked Tina for her efforts in developing this marker.

Library Programs – The programs last month consisted of the normal Story Hour and Tiny Tots, but Christine and Erica attended a state library workshop about the Summer Reading Program. They are already beginning to plan the Summer Reading Program for the MFML and taking advantage of the special discounting they received from attending the state conference. The theme this year is called a “Universe of Stories” so it is focused on Outer Space. There will be a kickoff in June which is new this year. Kids can come and take their picture with the giant rocket cardboard cut-out and pick up their summer reading packets. The program will be 7 weeks starting the last week in June. The library will hold more activities i.e. crafts, LEGO clubs at different times too. Advertisement of the summer program and activities will go through the normal channels on the website and through the schools. Mary Kristen suggested using the terms *launch* or *blast-off* for the summer reading program since it is an Outer Space theme.

OLD BUSINESS: Christine passed around an example of a letter that she drafted to the families who made donations to the library and asked for feedback. This letter is to announce that a plaque has been placed in honor of the generous donations they have made to the MFML. The letter contains two pictures of the plaque itself; one that is a close-up view and one that shows where the plaque is located by the reading nook in the library. The letter will also invite the families to come to the library to see it in person. Christine and Nancy will continue to work on drafting this letter.

NEW BUSINESS: Nancy said there will be an open Trustee position as longtime Trustee Janet Guerere will be stepping down from the Board. Tina met with Janet recently and said she is doing well and is very receptive to the idea of transitioning to Emeritus status. Janet may attend the May 14th meeting as she would like to see everyone. Nancy said we will need a letter from Janet formally resigning from the position. Tina will prepare this letter for her to sign. Christine will prepare a document stating that Janet has Emeritus status and is welcome to attend meetings at any time. The discussion then turned to a gift or possible recognition plaque for Janet. It was decided we will have a cake and flowers for Janet at our next meeting.

PRIVILEGE OF THE FLOOR: There is no public presence at this meeting.

Motion to adjourn the meeting was made by Millard Wilkinson and seconded by Mary Kristen Albertson at 7:38 p.m. Hearing no further questions or discussion, all in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, MAY 14, 2019
AT 7:00 P.M.**

**TRUSTEES: PLEASE CALL NANCY GROVER OR THE DIRECTOR TO CONFIRM IF YOU
WILL BE ATTENDING THE NEXT MEETING.**

Respectfully submitted,

Mary Kristen Albertson
Secretary of the Trustees