MEETING CALLED TO ORDER by Board President Nancy Grover at 7:00 p.m.

FLAG SALUTE

SWEARING IN of Deanna Schuenemann to fill the unexpired term of Janet Guerere. Nancy explained that when the Board has a vacancy, the Officers discuss potential candidates. In this case, Deanna was mentioned to the Mayor and he went ahead and approached her, and she accepted the position. The Oath of Office was administered by Nancy Grover.

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), Deanna Schuenemann (Here), Christina Hoffmann (Here), Robert Foster (Absent), Mary Kristen Albertson (Here), Kimberly Cunningham (Here), Mayor James Bilella (Absent), Dr. Joseph Campisi (Here), Candie Kristoff (Absent)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Friends’ President Katherine Kas and member of the public, Johnny Irving.

APPROVAL OF MINUTES FOR BOARD MEETING HELD MAY 14, 2019: Motion to approve the May 14, 2019 minutes distributed via email made by Tina Hoffmann and seconded by Millard Wilkinson. All in favor, motion approved.

REPORT OF FRIENDS: President Katie Kas provided follow-up points on items from our last meeting. A total of $830 was raised from the Mother’s Day Tea, and a congratulatory letter was also sent to the winner of our scholarship. The Ollie Gator’s fundraiser is set for August 4th and Katie will have flyers for this event for our next board meeting. It will be held on a Sunday and it is an all-day including take-out orders. Katie said the Friends will have a brief meeting in July/August for the upcoming Book ‘n Bake Sale in September. She also received an email with more information about holding a Boscov’s fundraiser. Nancy mentioned having a fundraiser with Rita’s Water Ice, but it was decided to not pursue it as they provide coupons for the Summer Reading Program per Christine. Michael Reagan won the summer-themed basket.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: None present at tonight’s meeting.

PRIVILEGE OF THE FLOOR: Johnnye Ervin said she has been a library patron since moving to Berlin 47 years ago, and that she also belongs to the library’s Book Club. Mrs. Ervin also suggested perhaps contacting PDQ for a possible fundraising event, as they sell cards that can be used in their restaurants whereby a percentage would go to benefit the library. Nancy said she will mention it to Katie to see if the Friends would like to pursue this idea. Motion to close
the privilege of the floor made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved.

TREASURER’S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A)
- MFML Operating/Checking Account: $109,702.29
- MFML Payroll Account: $5,666.66
- Accounts of MFML as an Association Library from 1957 to 12/31/2014
  - TD Money Market Account: $16,289.90
- Total: $131,658.85

Tina stated that the second page of the report is outstanding checks. Hearing no further questions or comments, motion to receive and approve the Treasurer’s Report made by Mary Kristen Albertson and seconded by Deanna Schuenemann. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B)
- Receipts for May 2019: $21,120.30
- Disbursements for May 2019: $14,672.42
- Total YTD Budget Expenses: $92,724.33

Director Flynn mentioned that Digger & David kicks off the Summer Reading Program, and he is paid on the day of his presentation which is on June 25th. Other than that expense, these are the normal monthly expenses. The second page is where we are year-to-date, and we are on target through five months of the year. Hearing no further questions, motion to receive and approve the Director’s Financial Report made by Millard Wilkinson and seconded by Tina Hoffmann. Hearing no further questions, all in favor, motion approved.

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

Buildings & Grounds:

Update on hotel doors: The front doors will be fixed. Since they are historic, they cannot be replaced per Tina. There is no urgency since it is summer and it should be taken care of within the next two months. Christine said she will also get two quotes to replace the back door. The back door is not historic so there is no issue with replacing it.

Landscaping, fence: The existing white fence belongs to the gas station. We can apply for a permit to place a fence 30 inches in from that fence. The water that is there should not affect the new fence as it would be on higher ground. As far as the Borough’s Construction Office is concerned, we can go ahead and apply for the permit at no cost and install this new fence. DPW said the drainage issue we are having may be due to the pipes being clogged or it may be that the pipes are not even connected. Christine will continue to inquire with DPW to see if this is something, they could fix for us. Shipshape provided a quote of $1100 to fix the drainage issue while South Jersey Fence provided a quote of $1590 to install a wood fence. Millard inquired about whose responsibility it would be to maintain the grass in between the two fences. The property in between the fences is shared, and as Christine said, you will never see it as it will be covered by the new fence. Deanna asked about the drain itself. Christine said the first one is a French drain that comes in all the way from the Pike. The problem we are having is coming from the downspouts which creates a pool of water. Tina asked how long Christine will wait to hear back from DPW. Christine wants to get an answer then move forward with contracting a vendor to fix the drainage problem. Motion to approve a maximum of $1100 to fix
the drain in front of the library made by Tina Hoffmann and seconded by Millard Wilkinson. All in favor, motion approved. Director Flynn will email the Buildings & Grounds committee with the additional quotes and recommendation.

Policy:

Personnel Policy & Procedures Manual: Christine would like to draft a new version of the Borough’s Personnel Policy & Procedures Manual as a lot of it is not applicable to the library. The one that the Borough uses is the template from the JIF. She would use some parts of it and rework it, especially the second part as it pertains to the workforce. Director Flynn should have a draft by the Fall.

Library Law:

Trustee Education Requirement: It is critical that we complete this training as it will help us qualify for state aid. The next NJLTA program is on September 7th in Cherry Hill, and the Trustees will pay the enrollment fee(s). Our training requirement is 7 hours of training for the entire Board for the year. Christine asked that we look at our calendars to see who can attend in the fall.

Capital Expense Funds: We always have surplus money, so Christine would like to move $25K over and earmark this money for the construction grant. The Board previously passed a resolution to move $12K over from the budget every year to the Capital Reserve Fund. Motion to move an additional $25K over to the newly named Capital Expense Fund made by Millard Wilkinson and seconded by Joe Campisi. All in favor, motion approved.

Summer Closing Days:

Christine said that we have 5 closings per year and there are 2 exceptions she would like to discuss. The first is Sat. Jun. 29th when the library does not have coverage and the second is Fri. Jul. 5th, the day following the 4th of July Holiday. These two closings are in addition to the regular summer hours. Motion to close the days of Jun. 29, 2019 and Jul. 5, 2019 made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

Library Programs:

The Summer Reading Program gets underway in two weeks. There are 5 special presentation days during this program starting with the kick-off from Digger & David on June 25th all the way to the End of Summer Reading Party on August 15th. The program dates are June 24th to August 9th. Many local businesses provide prizes and/or help with party. There are weekly activities as well as “Make & Take” crafts. There is a lot more publicity surrounding the program on the website.

OLD BUSINESS: Nancy reviewed our summer meeting dates. We agreed to not hold a meeting in July so our next meeting is on the first Tuesday in August, August 6th. The bills will be put together by the Director and approved by the Treasurer for normal July payment. The Director will present the bills in her report for our August meeting. She will have July bills and August bills separated as normal. Off-cycle checks will have to be approved by one of the Officers for
the Summer Reading Program. We will also not have a meeting in September. The October meeting is on Tuesday, Oct. 8th. Nancy asked Millard to conduct the August meeting as she will be away. We were included in the Borough’s Energy Audit for Direct Install so the Director had to provide them with all our gas and electric bills. Christine also mentioned that the letters that were sent to the Berlin families who donated to MFML were well received. Several of the family members came into the library and they were delighted with the dedication area. Millard’s son Eric also appreciated the letter of thanks from the library for his donation of DVD’s and promised more DVD’s in the future.

NEW BUSINESS: Dr. Campisi added that he would be extending an invitation to the Trustees to attend BCS’s Graduation on Monday, June 17th. He invited the Mayor and Council, the Chief of Police and would like to also include the Trustees of the MFML. BCS’s 8th Grade Graduation is held at Eastern Regional High School.

PRIVILEGE OF THE FLOOR: There is nothing new to present in this section.

Motion to adjourn the meeting was made by Millard Wilkinson and seconded by Mary Kristen Albertson at 7:47 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, AUGUST 6, 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