MEETING CALLED TO ORDER by Board President Nancy Grover at 7:01 p.m.

FLAG SALUTE

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 (Here), Mary Kristen Albertson (Here), Kimberly Cunningham (Here), Mayor James Bilella (Absent), Dr. Joseph Campisi (Absent), Cande Kristoff (Absent)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Special guests Joan and Carl Auwaalter, Nancy DiStefano, Friend of the Library

SPECIAL PRESENTATION: The Auwaalters made a generous gift of their oil painting painted by Ronald Stewart to the library. It is a painting of the old school building which the library building replaced. The board got to see this beautiful painting and Director Flynn will find a place for it to hang in the library.

APPROVAL OF MINUTES FOR BOARD MEETING HELD JUNE 11, 2019: Motion to approve the June 11, 2019 minutes distributed via email made by Tina Hoffmann and seconded by Millard Wilkinson. All in favor, motion approved.

REPORT OF FRIENDS: Deanna provided the Friends' report in Katie’s absence. The timing of the annual Book ’N Bake Sale has been changed to the Fall. It will be held on Saturday, September 21st. Items including books and flea market goods can be dropped off starting on Sept. 1st. The Friends need your donations so please spread the word. The format for the event will be the same. A flyer advertising this event is being developed and it will be distributed through the appropriate channels.

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

PRIVILEGE OF THE FLOOR: This section is not applicable.

TREASURER’S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A)
MFML Operating/Checking Account: $89,212.18
MFML Payroll Account: $5,315.82
Accounts of MFML as an Association Library from 1957 to 12/31/2014
TD Money Market Account: $41,292.97
Total: $135,820.97
Tina noted that the Capital Reserve includes the $25K that was recently moved into this account. She also pointed out that the second page of the report shows the outstanding checks for June and July. Hearing no further questions or comments, motion to receive and approve the Treasurer’s Report made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B)
Receipts for July 2019: $21,186.10
Disbursements for July 2019: $22,234.00
Total YTD Budget Expenses: $131,064.69

Director Flynn kept the past two months’ reports separate. The June bills have been paid and the July bills are detailed here. July is a bigger month than normal because of the Summer Reading Program and bills were also received for the pension and health insurance benefits. House Fun & Fitness was a disappointment so they are off our list, but the Magician Joe Holiday was great in prior years so he will be performing again at the end of year party. The following page shows where we are on the budget year-to-date. Hearing no further questions, motion to receive and approve the Director’s Financial Report made by Bob Foster and seconded by Kim Cunningham. 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 - Christine said she has not heard anything about the front doors, but she expects they will be repaired once the weather cools off. She received an estimate of $1800 to replace the rear door, but she recommends holding off on this project until the construction grant is underway. DPW will put a new sealer on the rear door which will help with the issue in the meantime.

Update on fence - The fence issue got complicated when the permit was obtained. There isn’t enough space to place a fence on the property as you cannot place a structure within 10 feet of the drain. Landscaping cannot be placed there either; nothing can impede the drainage of the water.

AC Repair – The second-floor air conditioner went out again and it was fixed on Thursday. This was the second of two repair calls; one bill was for $500 and one bill was for $400. The unit is 18 years old so we need to replace it. Hutchinson will provide an estimate but they run high. Christine will obtain additional quotes.

Update on drainage problem - DPW fixed this issue. There was dirt caked in the gutter and they cleaned it out and made sure it was thoroughly flushed out. They then put grass seed down, which they will need to re-seed in the Fall. Christine hasn't seen any additional problems even with the recent heavy rains. At our last meeting, we made a motion to approve $1100 to pay Ship Shape to fix the drainage problem, but this is no longer necessary as DPW has resolved the issue.

Resolution R8-1 to rescind the approval of $1100 to repair the drainage problem made by Millard Wilkinson and seconded by Mary Kristen Albertson. All in favor, motion approved.
Policy:

Personnel Policy & Procedures Manual - Christine mentioned at our last meeting that she would like to revise the personnel policy. The library falls under the Borough’s Policy & Procedures Manual and some of the sections are not applicable to the library. Accordingly, she would like to meet with the policy committee (Nancy, Tina, Kim and the Mayor) in late September to review the sections of the employee manual that need to be updated. This will be a longer meeting, but Christine will pull out the applicable parts for review. The Mayor can review the final drafted changes, but he does not need to be involved with the first meeting.

Library Programs:

Summer Reading Update - The Summer Reading Program has had such great participation this year with over 100 registrants and at least 70 active participants. The kids have read over 600 hours. All the events associated with this program were well attended as well. A total of 57 kids are registered for the end of summer reading program party, which will be on Thursday, Aug. 15th at 11 a.m. Make & Take crafts all go each week, and the Tuesday Crafternoon and Lego Club have increased participation. The kids who attend the year-end party will receive a goodie bag that includes coupons from local businesses like Golden Touch Pretzels, Rita’s Water Ice, Dunkin Donuts and Ollie Gators. Angelo’s Pizza is donating the pizzas again for the party. Mary Kristen said she will be at the party and can help with handing out pizza, etc.

The Medicare Program will be held on Oct. 1st. This program has been held in years past and it was well attended so we will have it again this year. He provides a lot of great information.

Old Business: Nancy said that the Library Trustee Seminar will be held on Sept. 7th and we need at least 2 board members to attend to cover our annual 7 hours of required training for the MFML. Nancy, Millard and Deanna are planning on attending and any other board member is invited to go as well. The registration fee will be paid by the MFML. If anyone else is interested, please let Nancy know as registration for this event is due on Aug. 20th.

New Business: Nancy distributed copies of the board member information and she reviewed the committee assignments. We need to ask Dr. Campisi if he is willing to step in on the Finance committee, and if he wants to officially designate Cande as his alternate. Deanna will assume Janet’s role on the Personnel committee. Christine said there are too many people on the Buildings and Ground committee so Bob will step down. These changes will be made on the committee list and then it will be distributed via email.

The Board of Trustees By-Laws need to be reviewed and brought up to date. The Policy committee will meet to review the few sections that need to be addressed as the By-Laws were updated in Nov. 2018. This committee may meet the second Tuesday of September since there is no Sept. board meeting. At this meeting, both the By-Laws and Personnel Manual will be reviewed. Christine will highlight the sections that need to be addressed so that the review goes quickly. The meeting will be held on Sept. 17th at 10 a.m. and Kim will provide input via email.

Director Flynn added that there is movement on the Constructions Bond. The official guidelines were published on July 1st and it is there for 60 days until August 31st. The Construction Bond is Aug. 31st and input can be received up to Sept. 30th. So, by the year’s end it should be completed and early 2020 we should have a status.
Nancy said we received a “thank you” card from Janet Guerere. Nancy and Christine will write a “thank you” card to the Auwarters for their generous donation. Nancy suggested placing a small plaque underneath the painting recognizing the Auwarters’ donation. Christine added that Elaine Shell came in to see the reading nook area and was very pleased with the dedication.

Betty said that Berlin’s Fall Fest will be held on Saturday, Oct. 12th.

PRIVILEGE OF THE FLOOR: There is nothing new to present in this section. Motion close the floor made by Kim Cunningham and seconded by Deanna Schuenemann. All in favor, motion approved.

Motion to adjourn the meeting was made by Tina Hoffmann and seconded by Bob Foster at 7:54p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, OCTOBER 8, 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