

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, OCTOBER 8, 2019

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:02 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 (Absent), Kimberly Cunningham (Absent), Mayor James Bilella (Absent), Dr. Joseph Campisi (Absent)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Friends' President Katie Kas

APPROVAL OF MINUTES FOR BOARD MEETING HELD AUGUST 13, 2019: Motion to approve the August 13, 2019 minutes distributed via email made by Tina Hoffmann and seconded by Millard Wilkinson. All in favor, motion approved.

REPORT OF FRIENDS: Since our last meeting, Katie said that the Friends have had two fundraisers. The Ollie Gator's Fundraiser brought in \$200, while the Book 'N Bake Sale brought in a grand total of \$1,037.60. The Friends will be meeting next Friday, October 18th at 6:30 p.m. in the library. Additionally, the Boscov's Fundraiser will be held on October 16th and Katie should have a total for that event to share at our next board meeting. Christine added that the Friends will be at the Fall Fest selling tickets for the Fall-themed basket, which is doing very well in ticket sales thus far. The drawing for this basket will be held during the festival, so there will be a total to report at our next meeting too.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There are no members of the school advisory boards present at tonight's meeting.

PRIVILEGE OF THE FLOOR: The privilege of the floor was not opened at this time. Betty Velie will present her information later in the agenda.

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

MFML Operating/Checking Account: \$100,313.75

MFML Payroll Account: \$4,930.16

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

TD Money Market Account: \$41,296.42

Total: \$146,540.33

Tina noted that the right-hand column on the second page of the report represents the outstanding checks for last month, which total \$4,543.24. Hearing no further questions or comments, motion to receive and approve the Treasurer's Report made by Millard Wilkinson and seconded by Bob Foster. All in favor, motion approved.

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

Receipts for September 2019: \$21,111.56

Disbursements for September 2019: \$14,721.49

Total YTD Budget Expenses: \$162,606.04

Director Flynn provided the past two months' reports as we did not have a meeting in September. She also presented the budget year-to-date and we are in line with our projections. Christine mentioned that Cape May County Library Commission is for our e-books, which is an annual expense and the only exception to our normal monthly bills. Hearing no further questions, motion to receive and approve the Director's Financial Report made by Deanna Schuenemann and seconded by Bob Foster. All in favor, motion approved.

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

Buildings & Grounds:

Update on hotel doors – Tina provided an update on the hotel doors. *All American Artisans* came to look at the doors and provided an estimate of \$250 to winterize these doors and the transom. If the board approves, this project will be on the calendar as soon as tomorrow and will be underway in three weeks. All agreed it was a reasonable cost and Millard said he would be willing to make a motion to approve Joe Pennise of *All American Artisans* to perform the work.

Resolution R10-2 Motion to approve \$250 to winterize the front doors and transom of the hotel made by Millard Wilkinson and seconded by Bob Foster. All in favor, motion approved.

Energy Audit – The MFML is included with the Borough in the Energy Audit Program. Hutchinson looked at everything from lighting to air conditioning in the library. They took pictures and were very thorough in their evaluation of the overall system. The library will benefit from being coupled with the Borough in this energy savings program.

Grant Writer – Director Flynn said the application will soon become available for the construction bond, and it is a very competitive process. Christine would like to hire a grant writer to help develop the proposal since it is such a complex project. Tina said that Margaret Westfield is very familiar with these buildings and that she had already contacted her regarding the grant application; Christine then followed up with Ms. Westfield about the grant application. Millard added that Ms. Westfield was instrumental in helping with the restoration of the building to date, and Nancy concurred.

Resolution R10-1 Motion to hire a grant writer to assist with the Construction Grant application made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

Tina provided an update with regards to the fence. While all that was reported last month is accurate, the hotel library has extenuating circumstances which may allow this project to move forward. They are as follows: the library is a Borough owned property, and there is noise and air pollution from the highway and gas station. DPW said that landscaping or even the addition of a fence will not negatively impact drainage. Councilman Badolato and Tina met with the owner of the gas station and he is willing to sign a document stating that he gives permission for the Borough to install a privacy fence on the hotel side of, and abutting up to the existing white fence, which is on the gas station property. Tina asks that we move forward with installing the

fence by next Spring and Council can give us direction on how to proceed. The library would not need a permit. Instead, we would get a variance since we are a Borough owned property. Christine had received a previous estimate of around \$1800 to install a fence and she recommended going with this contractor if we proceed. By Spring, we should have a better idea about the extent of the Construction Grant too. Tina will follow up and obtain next steps to present at our next meeting.

Policy:

Personnel Policy & Procedures Manual – Christine said the policy committee, which consisted of Tina and Nancy because Kim was working, met. She provided the board with copies of the Table of Contents of the Borough's personnel policy. The highlighted sections on this sheet show the sections that were removed because these are not applicable to the library. In all sections, the wording was changed from "the Borough" or "the Administrator" to "the library" or "the Director" or "the Board of Trustees." The overall language now reflects the library. There are three areas that the committee agreed needed minor changes. The revised sections pertain to vacation/personal time, sick leave, and the length of the probationary period for new hires. Otherwise, the fundamental outline that the JIF uses is in place. Copies of the new revised manual were provided to the board and Christine asked that the board review the manual prior to our next meeting so that it can be formally adopted.

Copies of the Personnel Policies and Procedures Manual are available at the library.

Personnel:

Christine reported that there is one staff resignation. Sharon Vandyke is leaving on November 15th, but Lisa Eggert at the Borough is interested and can easily transition into the position and even receive training from Sharon. The board agreed Lisa Eggert would be a good fit, so Christine will reach out to her.

Library Programs:

Summer Reading Update – In August, we finished up the Summer Reading Program, which was very successful. There were over 100 participants. In September, the weekly Game Night remains active.

Old Business:

Trustee By-Laws - Copies of Article III of the Board of Trustees By-Laws version A and version B were provided to the board members. Version A is the original document adopted back in 2018. Christine highlighted section 3.2 as the wording in this section was not clear and the committee felt that it needed to be revised. This one page in the document will be replaced with version B and the updated By-Laws will be formally adopted at our next meeting. Millard asked if this updated section will be shared with the board members not present at tonight's meeting and Christine said she would email it to them.

Copies of the Board of Trustees By Laws are available at the library.

Updated committee members - A discussion about changing some members of the existing committees was held during our last board meeting. The updated committee list will be emailed to all board members.

New Business: A discussion ensued about holding potential events to benefit the library. Nancy said this could be brought to the attention of the Friends group going forward.

PRIVILEGE OF THE FLOOR: Motion to open the privilege of the floor made by Millard Wilkinson and seconded by Deanna Schuenemann. Betty provided an update of Greater Berlin Business and Professional Association (GBBPA) and upcoming Fall Fest. There are new sponsors this year and the opening ceremony will start at 10 a.m. followed by the proclamation from the mayor. There is a "Mutt Strutt" or parade of dogs dressed in costumes. Activities for the children, such as the inflatables and pumpkin painting, will begin at 10 a.m. There are four different bands and a car show as well. Raffle announcements, including the Friends' basket, will be made starting at 3:45 p.m. Motion to close the privilege of the floor made by Bob Foster and seconded by Tina Hoffmann. All in favor, motion approved.

Millard added that he, Nancy and Deanna attended the NJLTA training on October 7th. It was interesting and all received 4.5 hours of training certification. Millard also received an award for his participation with the NJLTA over the years.

Tina asked for clarification about our next meeting date; it will be held during the first week of November on Election Day, Tuesday, November 5th. This meeting date will also be highlighted when the minutes are distributed via email.

Motion to adjourn the meeting was made by Tina Hoffmann and seconded by Deanna Schuenemann at 8:04 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, NOVEMBER 5, 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