

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, NOVEMBER 5, 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 (Absent), Mary Kristen Albertson (Here), Kimberly Cunningham (Here), Mayor James Bilella (Here), Dr. Joseph Campisi (Here)

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

APPROVAL OF MINUTES FOR BOARD MEETING HELD OCTOBER 8, 2019: Motion to approve the October 8, 2019 minutes distributed via email made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

REPORT OF FRIENDS: Christine provided the update for the Friends in Katie's absence. There are no current fundraisers, but the Friends Luncheon is on Sunday, Dec. 8th at 12 p.m. It will be a potluck luncheon held in the library with a Pollyanna gift exchange like the last year and all Trustees are invited to attend. Please RSVP and let us know what you will bring by Nov. 30th.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Up first, Gail David from ERH said they have a new superintendent; Robert Cloutier was head of curriculum at Eastern previously. There is a Board meeting coming up on Nov. 20th and a District Advisory Council meeting on Dec. 3rd and all are welcome to attend either meeting. On Dec. 7th, Project Graduation will be holding its annual craft show and all proceeds benefit Project Graduation, which is a night out at Dave & Buster's and is the last time all seniors are together before graduation. Both girls' soccer and field hockey teams are ranked number one in the country. Eastern now has its own app called ECCRS which will help improve information exchange with the school's community.

Alice Malloy from OLMC said K-8 enrollment is 138 with Pre-K is at 33. The girls' volleyball season just ended with a winning record. Both boys' and girls' basketball seasons start up in the next week. Student council sponsored two fundraising drives in September and October for pediatric cancer research and breast cancer research. The National Honor Society will be holding a food drive to benefit St. Vincent de Paul's food bank for Thanksgiving. The school has a Barnes & Noble book fair at the Marlton store next Tuesday, Nov. 12th where the store will give a percentage of sales to OLMC. The annual Thanksgiving Brunch will be held on Nov. 27th where volunteers cook for the student body. Following this brunch, the students are on break for Thanksgiving and Black Friday.

Dr. Campisi said that BCS hired a new business administrator, Patty Palmieri. She will be the alternate designee for BCS and attend our next meeting at which time she will be sworn in per Nancy. The school has held its Kindergarten, Elementary and Middle School Back to School Nights, several dances and board meetings, Student Government sponsored events and a Pumpkin Carving Night sponsored by the teachers' union. This past week was our Respect/Anti-Violence Red Ribbon Week. There was a Halloween Parade and Pumpkin Patch Event for our Kindergarten children and families. The first marking period is ending now and Teachers' Convention is this Thursday and Friday, while the following week starts our parent/teacher conferences so there are half days coming up prior to the Thanksgiving break. Dr. Campisi will be meeting with the superintendents of Eastern, Gibbsboro and Voorhees to discuss the best ways to share data, professional development and other practices. He would like to get to the point where there are joint activities between the schools for overall cohesiveness and budget efficiencies. Finally, Dr. Campisi mentioned that they hired a new substitute service this year to hopefully alleviate some of the issues such as lack of sub coverage and poor customer service that were experienced last year. Millard inquired about enrollment and Dr. Campisi said it is 814, with an even split between Elementary and Middle. Only a few new students have come from the new apartment complex, but there is room in the budget this year to accommodate up to 30 new students.

PRIVILEGE OF THE FLOOR: This section is not applicable as there were no members of the public present at the meeting.

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

MFML Operating/Checking Account: \$107,659.33

MFML Payroll Account: \$6,739.20

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

TD Money Market Account: \$41,298.17

Total: \$155,696.70

Tina added that the right-hand column on the second page of the report represents the outstanding checks for last month. Hearing no further questions or comments, motion to receive and approve the Treasurer's Report made by Millard Wilkinson and seconded by Mary Kristen Albertson. All in favor, motion approved.

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

Receipts for October 2019: \$24,388.26

Disbursements for October 2019: \$15,042.68

Total YTD Budget Expenses: \$177,839.68

Director Flynn noted that we received our state aid of \$3,325.00, which is consistent with the amount we get every year. We also received our allocation for next year and it has gone down about 2% from \$249,386 this year to \$244,362 next year. This is all based on property taxes. The disbursements for last month are all our regular expenses and the second page of the report is our year-to-date expenditures. We are in line with our projections and even running under budget on some line items. Hearing no further questions, motion to receive and approve the Director's Financial Report made by Tina Hoffmann and seconded by Deanna Schuenemann. All in favor, motion approved.

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

Buildings & Grounds:

Update on hotel doors – The artisan who will be repairing the hotel doors came by today to assess the work that needs to be done. The project to winterize these doors will be completed sometime next week.

Fence – Christine said there has been some movement with regards to the fence including receiving signed approval for the installation of said fence from the gas station owner, as well as receiving additional quotes on different types of fence options. The Director also received a revised estimate on the fence from our original vendor along with specific dates in November and in early December that he could complete the work. Nancy mentioned that it is just \$156 more than the \$1,800 we approved for the fence at our last meeting. This will be a cedar board-on-board fence, which is why there is a slight difference from the original cost. The board then discussed the other fence option which would be a white vinyl fence. Deanna mentioned that vinyl gets moldy and is subject to cracking. Nancy said one of the biggest concerns for her is that the vinyl doesn't keep with the style of the hotel. All agreed that the wood board-on-board fence would be the best fit and that we will let it naturally age as opposed to staining it. Motion to approve the additional monies up to \$1,956 for the installation of a board-on-board fence between the library and gas station properties made by Millard Wilkinson and seconded by Dr. Campisi. All in favor, motion approved. Christine added that the installation will just take one day and she will aim to schedule it in November. Mayor Bilella recommended that Christine forward a copy of the signed agreement with the gas station owner to Bill Behnke so that somewhere down the road there is no confusion about what took place.

Construction Bond Update – It is moving along now the public comment which was open for 30 days has been completed. There were 156 comments that were reviewed and some minor clarifications were incorporated. So, the applications should be coming out soon and then you have 90 days to submit applications. It is very complicated and we approved hiring a grant writer to help with this application at our last meeting. It does seem possible that by the end of the year, we may have a formal application process underway.

Finance Committee:

2018 Audit Report – The audit report was completed and there were no formal corrective actions as a result of the audit. Christine then distributed copies of **Resolution R11-1** to the board for their review. Upon review, motion to approve **Resolution R11-1** acceptance of the 2018 Audit Report made by Millard Wilkinson and seconded by Mary Kristen Albertson. All in favor, motion approved.

Policy:

Personnel Policy & Procedures Manual – All board members have been provided with a copy of the updated manual and Christine asked that we just be prepared to approve this policy at our reorganization meeting in January 2020.

Personnel:

As discussed at our last meeting, library employee Sharon Van Dyke is leaving and we have Lisa Eggert to take over most of Sharon's responsibilities. Her schedule will be 3 evenings and 1 Saturday. Approval to hire Lisa Eggert to replace Sharon Van Dyke beginning Nov. 18, 2019 at a salary of \$13 per hour made by Tina Hoffmann and seconded by Millard Wilkinson. All in favor, motion approved.

Library Programs:

The children's Halloween program was held during Story Hour and it was adorable. The Medicare program was held in early October as well. There were several individuals who couldn't make it to the meeting, but Christine passed the speaker's card along to these interested folks.

Old Business:

Trustee By-Laws – A few minor changes were made to the by-laws. The most significant change was made to Section 3.2 regarding open board seats. All will receive a copy of the new by-laws, which will need to be adopted at our December meeting per Christine.

Nancy asked Mayor Bilella if he had any updates he wanted to share with the Board. He said the Borough declared November as Epilepsy Awareness month. We have a resident who suffers from epilepsy, and her symptoms do not present as what we would traditionally think of as epileptic. The Mayor made a proclamation so we can raise awareness that there are many different forms of this disease. At the time of his proclamation, the bows on Borough Hall were changed from pink for Breast Cancer Awareness in October to purple for Epilepsy Awareness in November. Millard mentioned that the cupola on the building looks nice; it was recently renovated under Councilman Badolato's supervision per Mayor Bilella.

Betty asked if there were any plans to do repairs to the parking lot anytime soon and Mayor Bilella said there is a light being installed and there are plans to re-stripe the lot at some point. The Borough's annual tree lighting and Library Open House will be held on December 7th.

New Business: There was no new business presented at tonight's meeting.

PRIVILEGE OF THE FLOOR: This section is not applicable as there were no members of the public present at the meeting.

Motion to adjourn the meeting was made by Millard Wilkinson and seconded by Deanna Schuenemann at 7:45 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, DECEMBER 10, 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