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

SWEARING-IN of Patricia Palmieri as an alternate to Berlin Community School Superintendent. The Oath of Office was administered by Board President Nancy Grover.

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), Patty Palmieri (Here)

ALSO, PRESENT: Library Director Christine Flynn and Friends’ President Katie Kas

APPROVAL OF MINUTES FOR BOARD MEETING HELD NOVEMBER 5, 2019: Motion to approve the November 5, 2019 minutes distributed via email made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

REPORT OF FRIENDS: Katie Kas provided tonight’s update for the Friends’ organization. She started by thanking everyone who attended the Holiday Potluck Luncheon. She said the next planned fundraiser will be held at Ollie Gator’s Pub in March. The recap for 2019 fundraising is as follows: $445 for Ollie Gator’s events, $830 for the Tea, $1135.40 for the Book ‘N Bake Sale, $836 for the basket raffles, $210 for the Boscov’s event. There was a miscellaneous donation of $22 while the Amazon Smile account is $18.19 for a total to date of $3051.59. There is still one more basket raffle underway and the total so far is over $300. The officers will meet early next year, but the plan is to hold the same events next year and perhaps add a few more events. Millard commended the efforts of the Friends’ organization over the years and the important role they have played in the success of the MFML.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy provided a written update from OLMC which Nancy read on her behalf. The enrollment is 142 in grades K through 8 with 33 in preschool. The current news is that their basketball season started this week. The Student Council and National Honor Society will be collecting gifts of warmth through December 20th with the donations going to local homeless shelters. The Pre-K to 2nd Grade Christmas Pageant will be held tomorrow at 9:30 a.m. It's called “Say Cheese for Christmas.” The school concert is Friday evening at 7 p.m. and the Lessons and Carols service will be held on Thursday, 12/19 at 1 p.m. School closes on December 20th for Christmas break and reopens on January 2nd. All details for these events are available on the school’s website.

Patty Palmieri provided tonight’s update for BCS. BCS currently has enrollment of 814. The school recently held its annual Veteran’s Day Luncheon to honor local veterans; the school’s band played and the chorus sang while different grades made crafts for the Vets. The annual winter Book Fair was a great success. Basketball for both boys and girls, wrestling and cheerleading seasons are now in full swing. This past weekend was very busy with the Interact
School Dance and “Breakfast with Santa” sponsored by the home and school association. Next week, the band and choral concerts will be held on the 17th and 18th at 7 p.m. Christmas Break starts on December 20th and school reopens on January 2nd. Also, on January 2nd is their Reorganization Meeting where Kristen Simone will be installed on the BOE to replace Dennis Quinn. He was honored with a plaque for his 15 years of service on BCS’s BOE. Dr. Campisi will be implementing what he is calling “Java with Joe” where community members may come in and have coffee, light refreshments and open discussion about anything pertaining to school. He may have one of these “open forum” nights before the end of the year if time permits.

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: $98,813.13
  MFML Payroll Account: $6,546.06
  Accounts of MFML as an Association Library from 1957 to 12/31/2014
    TD Money Market Account: $41,299.87
    Total: $146,659.06

Tina said that the second page of the report details the outstanding checks for a total of $19,518.26. Hearing no further questions or comments, motion to receive and approve the Treasurer’s Report made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B)
  Receipts for November 2019: $21,011.56
  Disbursements for November 2019: $29,857.76
  Total YTD Budget Expenses: $207,890.58

Director Flynn noted the annual expenses of $6,000 for our auditor, Bowman & Company, and the reimbursement made to the Borough of her health insurance and pension benefits. The rest of the bills are our normal operating bills. The expense for Book Systems, Inc. is for new barcodes. All bills for the month totaled $17,382.26. The expense for the fence was also paid. The second page of the report shows the budget items line-by-line, and most are running under budget through the end of November. Hearing no further questions, motion to receive and approve the Director’s Financial Report made by Bob Foster and seconded by Tina Hoffmann. All in favor, motion approved.

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

Buildings & Grounds:

Update on hotel doors – The repair of the hotel doors for $250 took place this past month, and it has really made a difference. They reset, re-caulked and added new weather stripping to the doors, while also fixing the glass and re-caulking the transom.

Fence – The fence was installed, but they did hit a sprinkler which they told us would happen because we didn’t have a schematic for where it was located.

Construction Bond Update – There is no new update.

Finance Committee:
2020 Preliminary Budget – Director Flynn provided copies of the preliminary budget. It is in line with last year’s budget, though we did lose about $5K. We ended up with $251K versus the $255K we had this year. Christine asked the board to review and if we want to make any changes to the line items, we can do so at our January meeting.

Payroll Change – Christine is recommending that we change the payroll for 2020 so that library employees will be receiving a bi-weekly paycheck as opposed to being paid on the 15th and 30th of each month. There is no charge with ADP for making this change.

Library Programs:

In November, we had more days off with regards to the programs. There was a Thanksgiving craft for the kids a week prior to the Holiday, and the Game Night and Pinochle groups met as usual.

Old Business:

Trustee By-Laws – Nancy said that the by-laws had been revised with one small update and she asked for a motion to approve the change. The change was to the wording regarding open board seats. Motion to approve the revised trustee by-laws made by Kim Cunningham and seconded by Deanna Schuenemann. All in favor, motion approved.

Christine mentioned that the library received a letter from the T. Rowe Price charitable foundation indicating that we would be receiving a donation of $300. This donation is from the S.S. Lichtman Family Fund in memory of Sam Lichtman. Millard will send a note to thank them as he personally knows the family. Sam Lichtman was instrumental in helping to get the Children’s Room built in the library. The check is made out to the Friend’s organization because it is a 501c organization, and this money will be in their account.

New Business: Director Flynn would like to acknowledge the volunteer permanent staff for Christmas. She would like to give $100 to the weekly volunteers and $50 for the ladies who work on Saturdays. Motion to approve the amount of $450 for this recognition made by Millard Wilkinson and seconded by Tina Hoffmann

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 Deanna Schuenemann and seconded by Millard Wilkinson at 7:33 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE OUR REORGANIZATION MEETING HELD ON TUESDAY, JANUARY 14, 2020 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