RE-ORGANIZATION MEETING
JANUARY 14, 2020 – 7:00PM

1. Meeting Called to Order

2. Flag Salute:

3. Swearing in of Newly Appointed Board Members:
   Oath of Office Administered by: ________________________________
   Mayor Rick Miller – Serves by virtue as Mayor of Berlin
   Oath of office Administered by: ________________________________
   Board – Five Year Term 1/1/2020 to 12/31/2024 – Millard Wilkinson, Jr. & Christina Hoffmann

4. Acknowledgement of Existing Board Members:
   Nancy Grover 12/31/2022
   Deanna Schuenemann 12/31/2021
   Robert Foster 12/31/2020
   Mary Kristen Albertson 12/31/2023
   Kimberly Cunningham 12/31/2023
   Dr. Joseph Campisi Serves by virtue as Superintendent of BCS
   Patricia Palmieri Serves by virtue of position with BCS (alternate)

5. Sunshine Notice: Adequate notice of this meeting has been given in accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231. Said notice has been advertised in the Berlin Sun and in the Camden Courier Post Newspaper. It has been posted on the MFML Bulletin Board and the website of the Marie Fleche Memorial Library showing the date, place and time of said meeting.


Also present: ____________________________________________________________

   Nominations Committee Report – Nancy Grover (Board Officers hold office for one year)
   Board President________________________________________________________
   Board Vice-President____________________________________________________
   Board Secretary________________________________________________________
   Board Treasurer________________________________________________________

Motion to Approve: __________________________Second: ___________________________(RCV)
8. **Meeting Open to Public**

    Motion to Close Meeting to Public: _______________ Seconded: _______________  (RVC)


10. **Report of MFML Advisory Committee Members**

11. **RESOLUTIONS:**

    **RESOLUTION R-1- 2020** A resolution to establish regular meeting dates for 2020 MFML Board of Trustees meetings on the second Tuesday of each month, with the exception of March which will be the first Tuesday, to be as follows: 1/14, 2/11, 3/3, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13, 11/10, 12/8. Time 7:00PM, Place MFML.

    **RESOLUTION R-2- 2020** A resolution designating the Berlin Sun and the Camden Courier Post as the official newspapers for the Marie Fleche Memorial Library of Berlin for the year 2020.

    **RESOLUTION R-3 -2020** A resolution establishing the Public Meeting Format as follows:

1. Meeting called to order
2. Salute to Flag
3. Sunshine Notice
4. Roll Call
5. Approval of Minutes
6. Privilege of the Floor
7. Report of the Friends
8. Report of Advisory Committee Members
11. Director’s Report
12. Committee Reports Required Actions
13. Old Business
14. New Business
15. Privilege of the Floor
16. Adjournment

    **RESOLUTION R-4- 2020** A resolution authorizing the Director, President, or Treasurer to advertise, receive and open bids.

    **RESOLUTION R-5- 2020** To appoint Berlin Borough’s Risk Manager, Edgewood Associates of Berlin Borough, N. J. as Risk Management Consultants to comply with any requirements of the MEL/CCJIF Insurance Company as it applies to the MFML.

    **RESOLUTION R-6- 2020** To Appoint Bowman & Company of Voorhees, N. J. as auditors for the Marie Fleche Memorial Library for the year 2020.

    **RESOLUTION R-7- 2020** To adopt existing By-Laws, Internet & Computer Usage Policy, Parent/Guardian Consent for Photos taken, Library Services Information Policy, Library Mission Statement, Rules of Conduct, and Unattended Child Policy that were previously adopted, posted on the MFML website and in the library. To be reviewed, and if necessary, up-dated by action of the 2020 Board of Trustees.
RESOLUTION R-8 -2020 To confirm library hours of operation for 2020:
- Monday – Thursday - 10am to 8pm
- Friday – 10am to 4pm
- Saturday - 11am to 2pm
- Closed Saturdays In July and August
- Holidays: as posted on the MFML website
- To authorize changes in hours of Library operation during 2020 as recommended by the Director, approved by action of the Board of Trustees and posted on site and on MFML website.

RESOLUTION R-9 -2020 To adopt the Marie Fleche Memorial Library’s Personnel Policies and Procedures Manual which was written and reviewed by the Library Board of Trustees.

RESOLUTION R-10-2020 To adopt the MFML 2020 Cash Management Plan

RESOLUTION R-11-2020 Authorization to adopt a Budget for Year 2020

RESOLUTION R-12-2020 To adopt a resolution amending claimant certification requirement (see attached)

RESOLUTION R-13-2020 To approve the salary increases for staff members as recommended by the Finance Committee as follows: 2% for staff to become effective on 1/1/2020

Motion to Adopt Resolutions R-1-2020 TO R-13-2020: ________________
Second: ______________________(RCV)

12. Approval of the Minutes of the Board meeting on December 10, 2019, as per email distribution.

Motion:____________________ Second:____________________(RCV)

13. Treasurer’s Report: Christina Hoffmann, Treasurer
A. MFML Operating Account $______________
B. MFML Payroll Account $______________
C. Capital Reserve Accounts $______________

Motion to receive and approve the Treasurer’s report: ______________ Second: ______________( RCV)

14. Financial Report: Christine Flynn, Director
A. Receipts for the month of December 2020 $______________
B. Disbursements for the month of December 2020 $______________
C. Total year-to-date budget expenses $______________

Motion to receive and approve financial report: ______________ Second: ______________ (RCV).

15. Director’s Report

16. Committee Reports
Building and Grounds – Update on Library Construction Bond Act
17. **Old Business**

18. **New Business**
   A) 2020 Committee Appointments by Board President:
   1) Finance
   2) Personnel
   3) Technology
   4) Policies
   5) Buildings & Grounds

19. **Privilege of the Floor:**

   Motion to Open Privilege of Floor to the Public: __________ Second: __________ (RCV)

   Anyone wishing to address the Board of Trustees please state your name, address and affiliation.

   Motion to Close Privilege of the Floor: __________ Second: __________ (RCV)

20. **Motion to Adjourn:** ________________ Seconded: ________________ (RCV)