MEETING CALLED TO ORDER at 6:59 p.m.

SWEARING IN OF NEWLY APPOINTED BOARD MEMBERS: Oath of Office was administered by Board President Nancy Grover.

Mayor Rick Miller – Serves by virtue as Mayor of Berlin

Christina Hoffmann and Millard Wilkinson, Jr. were sworn in for five-year terms from 1/1/2020 to 12/31/2024.

FLAG SALUTE

ACKNOWLEDGEMENT OF EXISTING BOARD MEMBERS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>Nancy Grover</td>
<td>12/31/2022</td>
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<tr>
<td>Deanna Schuenemann</td>
<td>12/31/2021</td>
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<tr>
<td>Robert Foster</td>
<td>12/31/2020</td>
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<tr>
<td>Mary Kristen Albertson</td>
<td>12/31/2023</td>
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<tr>
<td>Kimberly Cunningham</td>
<td>12/31/2023</td>
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<tr>
<td>Dr. Joseph Campisi</td>
<td>Serves by virtue as Superintendent of BCS</td>
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<tr>
<td>Patricia Palmieri</td>
<td>Serves by virtue of position with BCS (alternate)</td>
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Nancy added that the Mayor could name an alternate as well.

SUNSHINE NOTICE: Adequate notice of the 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 Marie Fleche Memorial Library (MFML) Bulletin Board and the website of the MFML showing the date, place and time of said meeting.

ROLL CALL: Millard Wilkinson, Jr. (Here), Nancy Grover (Here), Janet Guerere (Absent), Christina Hoffmann (Absent), Robert Foster (Here), Mary Kristen Albertson (Here), Kimberly Cunningham (Here), Mayor Miller (Here), Dr. Campisi (Here), Patty Palmieri (Absent)

ALSO, PRESENT: Director Christine Flynn and library staff: Betty Velie; Friends’ President Katherine Kas

INTRODUCTIONS, Welcome, Nominations & Election of Trustee Officers for 2020.

Nominations Committee Report – The Board Officers hold the office for a one-year term, and the officers who served in 2019 will continue in their roles. Nancy Grover announced that the Trustee Officers for 2020 are as follows:

<table>
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<tr>
<td>Board President</td>
<td>Nancy Grover</td>
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Motion to approve the nominations made by Bob Foster and seconded by Deanna Schuenemann. All in favor, motion approved.

PRIVILEGE OF THE FLOOR: There is no public presence at tonight’s meeting.

REPORT OF FRIENDS: Friends’ President Katie Kas said she is having a meeting with her officers and Director Flynn this month to go over the agenda for the upcoming year. She will have a detailed update for our next meeting.

REPORT OF MFML ADVISORY COMMITTEE MEMBERS: Dr. Campisi provided the update for Berlin Community School. The school recently had a family fun Bingo night, parent/teacher conferences, Breakfast with Santa and Book Fair. Dr. Campisi has been doing articulation with the other local Superintendents to the Regional sending district. There were band and choral concerts, and the boys’ wrestling season, as well as the boy’s and girls’ basketball season is in full swing. On January 4th, the BOE held its reorganization meeting. Kristen Simone is serving on the BOE replacing Dennis Quinn who did not run for re-election. Two new staff members are coming on board. Kelly Gray is from Berlin Township and taking the place of Sara Snuffin who is going to teach at Eastern. Daria Fiorentino is coming in to cover for Danielle Davies who is going out on maternity leave. Ms. Fiorentino is currently a daily substitute teacher. There will be a “Java with Joe” on January 21st to discuss such topics as HIB and the district’s equity work, as well as an open Q&A. Eighth Grade graduation pictures were taken last week and for students who were interested, there was a tour of the Camden County Technical School. There is a board meeting tomorrow night and Friday is early dismissal with Monday being closed in honor of Dr. Martin Luther King.

Millard inquired about the new housing development on Tansboro Road and how it will impact enrollment at BCS. Dr. Campisi said a total of 4 new students from the development have enrolled to date, but there is room to increase class size up to 25 per class.

Rick asked if the library was doing anything to reach out to the new development and Director Flynn said that they have come and toured the library.

RESOLUTIONS: Board President Nancy Grover then introduced the Resolutions portion of the meeting.

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, except March which will be held on the first Tuesday. Meeting dates 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, and 12/8. Meeting time will be 7:00 p.m. and the place will be the 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
9. Treasurer’s Report & Financial Discussion
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 to authorize the Director, President, or Treasurer to advertise, receive and open bids.

Resolution R-5-2020: This resolution is 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: A resolution to appoint Bowman & Company of Voorhees, N.J. as auditors for the Marie Fleche Memorial Library for the year 2020.

Resolution R-7-2020: A resolution 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. This resolution is also to review, and if necessary, update these policies by action of the 2020 Board of Trustees.

Resolution R-8-2020 to confirm library hours of operations for 2020:

- Monday – Thursday: 10 a.m. to 8 p.m.
- Friday: 10 a.m. to 4 p.m.
- Saturday: 11 a.m. to 2 p.m.
- 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 the 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 is to adopt the MFML 2020 Cash Management Plan. Copies are available if anyone would like to review.

Resolution R-11-2020 is the authorization to adopt a budget for the year 2020. Copies will be provided later in the meeting,

Resolution R-12-2020 is to adopt a resolution amending claimant certification requirement. Nancy read the amendment aloud.

Resolution R-13-2020 is 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.

The board reviewed the 2020 Budget (See Attachment A) which is about $5K less than we received in 2019. We expect to have about $251K for operating in 2020. The line items basically mirror what we did last year just with less money. The Professional Services line will help us with this year’s construction bond. Hearing no more questions concerning the budget, Nancy asked for a motion to adopt the resolutions.

Motion to adopt Resolutions R-1-2020 to R-13-2020 made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

APPROVAL OF MINUTES FOR BOARD MEETING HELD DECEMBER 10, 2019: Motion to approve the December 10, 2019 minutes per email distribution made by Kim Cunningham and seconded by Deanna Schuenemann. Millard will continue to try to reach out to the Lichtman family to thank them for their donation. Rick abstained from roll call vote since he was not present. Hearing no further questions or discussion, all in favor, motion approved.

TREASURER’S REPORT: Christine Flynn, Director for Christina Hoffmann, Treasurer (See Attachment B)

MFML Operating Account: $103,204.86
MFML Payroll Account: $6,536.10
Accounts of MFML as an Association Library 1957-2014
TD Money Market Account: $41,301.62

The second sheet of the report is the reconciliation and shows the outstanding checks of $11,150.68. Motion to receive and approve the Treasurer’s Report made by Millard Wilkinson seconded by Bob Foster. All in favor, motion approved.
FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment C)
Receipts for December 2019: $21,045.36
Disbursements for December 2019: $16,190.13
Total YTD Budget Expenses: $224,284.17

Christine mentioned that the Volunteer TD Bank gift cards expense was approved at our last meeting for recognition of our volunteers who help during the week and on Saturdays. The NJLTA expense is the yearly cost for all the board members to join and be able to participate in training and seminars for a reduced rate. Constant Contact is our email system and that is an annual expense. The rest are our normal monthly expenses. The second page of the report shows where we are year-to-date by line item. Motion to receive and approve the Director’s Report made by Deanna Schuenemann and seconded by Kim Cunningham. Hearing no further questions, all in favor, motion approved.

DIRECTOR AND COMMITTEE REPORTS: Director Flynn

Buildings and Grounds:

Update on Library Construction Bond Act – We finally received the requirements and the 45-page application is extensive and quite detailed. We have about six weeks to prepare our application, which must be submitted beginning March 9th through April 6th. Our architect is putting together a proposal on what it will cost to submit the application which include architectural drawings and estimates. We approved hiring a grant writer a few months ago. Margaret Westfield is not comfortable helping us draft the grant so we reached out to Library Development Solutions. This firm developed our strategic plan so they are familiar with the library. There is a webinar next week to go over technological requirements for filing this application electronically. It is hard to say what our confidence level is in obtaining this grant because there are so many factors that come into play. Mayor Miller asked what the alternative is if the grant money doesn’t come through. We have some smaller projects that we could do such as insulate the existing building. Once Director Flynn receives the proposal from the architect, she may call a short meeting to approve it so we can proceed.

Finance Committee:

Capital Reserve Account – Director Flynn would like to make a motion to move $25K from our operating account to our Capital Reserve Fund to cover anything that is not funded by the grant or in the event we do not receive any grant monies at all. Motion to move $25K from the operating account to the Capital Reserve account made by Deanna Schuenemann seconded by Millard Wilkinson. All in favor, motion approved.

OLD BUSINESS: There was no old business to discuss at tonight’s meeting.

NEW BUSINESS: 2020 Committee Appointments by Board President:

1. Finance (Millard, Tina)
2. Personnel (Millard, Tina, Deanna)
3. Technology (Bob, Betty, MK)
4. Policies (Tina, Deanna, Kim)
5. Buildings & Grounds (Millard, Tina, Rick)
The Board reviewed their committee assignments and Nancy reminded everyone that the Director and President are on every committee. There were no objections to the committee assignments. Christine will send out the committee list via email. These committees meet on an as needed basis, but the Buildings & Grounds committee may be meeting more frequently this year with respect to the Construction Bond.

Christine added that she and Betty will be attending census training provided by the state libraries. Libraries are a focal point for the communities to provide help to community members who come in and use the computers to fill out their surveys. Camden County is also looking for census takers, $15 per hour, per Rick. He will forward the posting so the library can put it on the bulletin board and website.

The library staff attended training hosted by LibraryLink and the Waterford Township Library. The training covered library trends and an opportunity to meet with other local librarians to discuss the latest updates. MFML does regularly meet with other local libraries to share ideas and best practices. Betty updated all the computers to Windows 10 which was a big project. The transition was relatively smooth given the scope of the project.

PRIVILEGE OF THE FLOOR: There is no public presence at this meeting.

Motion to adjourn the meeting was made by Bob Foster and seconded by Mary Kristen Albertson at 7:45 p.m. With no further questions, all in favor, motion approved.

NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, FEBRUARY 11, 2020 AT 7 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