MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
WEDNESDAY, APRIL 8, 2020

MEETING CALLED TO ORDER by Board President Nancy Grover at 2:07 p.m.

SUNSHINE NOTICE: In light of the Governor's issuance of Executive Order 107, we are conducting this meeting via Zoom to satisfy the Open Public Meetings Act without providing a physical meeting place. We have provided electronic notification via the Library's website of at least forty-eight (48) hours prior to its public meeting giving the time, date and location. This satisfies the notice requirement during said Emergency as provided by the N.J. Division of Local Government Services.

ROLL CALL: Nancy Grover (Present), Millard Wilkinson, Jr. (Present), Deanna Schuenemann (Present), Christina Hoffmann (Present), Robert Foster (Present), Mary Kristen Albertson (Present), Kimberly Cunningham (Present), Mayor Rick Miller (Absent), Dr. Joseph Campisi (Absent), Patty Palmieri (Absent)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie

APPROVAL OF MINUTES FOR BOARD MEETING HELD MARCH 3, 2020: Motion to approve the MARCH 3, 2020 minutes distributed via email made by Millard Wilkinson and seconded by Tina Hoffman. All in favor, motion approved.

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

TREASURER'S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A)
MFML Operating/Checking Account: $90,475.74
MFML Payroll Account: $5,649.94
Accounts of MFML as an Association Library from 1957 to 12/31/2014
TD Money Market Account: $66,309.39
Total: $162,435.07

The second page of the report shows the outstanding checks for March total $6,362.35. There were some one-time additional expenses in February, but March shows our normal expenses. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Bob Foster and seconded by Mary Kristen Albertson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B)
Receipts for March 2020: $20,495.97
Disbursements for March 2020: $16,530.49
Total YTD Budget Expenses: $50,342.49

Director Flynn noted that these were all normal operation expenses for March apart from the expense for our Architect Arcari & Iovino in the amount of $2,625. The second page of the report gives the year-to-date expenses through March. Hearing no further questions, motion to

receive and approve the Director's Financial Report made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved.

RESOLUTIONS FOR THE OPERATIONS OF THE LIBRARY DURING THIS COVID-19 PANDEMIC:

Resolution R04-1-2020 is to allow the MFML to continue to pay employees during the closure of the Library necessitated by the Governor's Declaration of a Public Health Emergency (E.O. 103) and the closure of all county, municipal, school and state libraries (E.O. 107). Motion to approve **Resolution R4-1-2020** for uninterrupted, continued payment of the salaries of the employees of the MFML for the duration of the said library closure made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

Resolution R04-2-2020 grants the Director permission to pay the monthly bills with oversight from the Treasurer of the Board of Trustees in the event the regular monthly meeting is cancelled. Motion to approve **Resolution R4-2-2020** to grant permission to the library's Director to pay monthly bills, with oversight from the Treasurer, for the duration of the said library closure made by Bob Foster and seconded by Millard Wilkinson. All in favor, motion approved.

Buildings & Grounds:

Construction Bond Update – There was a document that Nancy as President of the Board of Trustees had to sign that stated we have complied with all the requirements. Director Flynn said the State has extended the deadline for submitting applications from April 6th to June 5th. Christine has received the Community Analysis and Narrative from Library Development Solutions (LDS) and she is in the process of reviewing it now. She will share it with the Board via email upon request if anyone would like to provide any input. We would like to get the application finished and submitted by the end of April.

Nancy added that we all should have received an email from the Borough's clerk with directions for filing our annual Financial Disclosure Statements (FDS). These forms must be filed by the end of April. If anyone has any issues, please contact Dana McGarvey at the Clerk's office or Christine or Nancy.

Betty is constantly updating the website with information about the library's closure and other pertinent information. Please continue to check for important updates.

Director Flynn said that since this quarantine will be lasting at least another 30 days, we should decide whether to have a May meeting at this time. To hold these meetings, we need to have critical operating issues to present, and since we have invoked the second resolution for the Director to continue to pay monthly bills as needed, there is no critical reason to meet. We can reassess after 30 days with regards to holding a meeting in June. Motion to not hold a meeting in May made by Tina Hoffmann and seconded by Kim Cunningham. All in favor, motion approved. Resolution R04-2-2020 will be amended to reflect this change.

Motion to adjourn the meeting was made by Millard Wilkinson and seconded by Deanna Schuenemann at 2:25 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS TBD DUE TO THE GOVERNOR'S EXECUTIVE ORDERS.

Respectfully submitted,

Mary Kristen Albertson
Secretary of the Trustees