

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

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

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 (Present), Millard Wilkinson, Jr. (Present), Deanna Schuenemann (Not Present), Christina Hoffmann (Present), Robert Foster (Present), Mary Kristen Albertson (Present), Kimberly Cunningham (Not Present), Mayor Rick Miller (Not Present), Dr. Joseph Campisi (Not Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Alice Malloy from our OLMC; Katie Kas from the Friends' organization

FLAG SALUTE

APPROVAL OF MINUTES FOR BOARD MEETING HELD JULY 14, 2020: Motion to approve the JULY 14, 2020 minutes distributed via email made by Tina Hoffmann and seconded by Millard Wilkinson. There was one small correction made to the minutes in the New Business section. Congratulations to Berlin's Historic Preservation Committee, not the Historical Society, for the Dill House winning *Timberlane's 2020 House of the Year*. All in favor, motion approved.

REPORT OF FRIENDS: Katie provided a quick update for the Friends. They are completing paperwork for the *Friends helping Friends Drive* at Boscov's. Coupons are \$5 each which gives you 25% off at Boscov's on October 14th. If everything turns around, we may do the **Book 'N Bake Sale** in the Spring, but it is tabled for now.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Principal Alice Malloy provided the OLMC school report. The first day of school was today, September 8th. School is offered as full day sessions with a remote learning option for those parents who have concerns. There are 152 students enrolled K to 8 with 22 of the total students opting for remote learning. There are 15 students in the Pre-K program. Like most schools in the area, OLMC made many preparations for COVID including adding sneeze guards on all desks. Students and teachers wear masks and the classroom enrollment has been capped. Also, desks are 6 feet apart and there are some outdoor classrooms as well. All fall athletics and events have been cancelled and they will be re-evaluated in January. The *American Girl Doll Tea* originally planned to be held back in March is being rescheduled to October 3rd (Rain Date is October 10th). It will be a "Parking Lot Picnic" where social distancing can take place.

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): July & August 2020 Reports

The balance as of 8/31/2020 is as follows:

MFML Operating/Checking Account: \$104,253.12

MFML Payroll Account: \$4,705.46

Capital Reserve Account: \$66,323.26

Total: \$175,281.84

The second page of the report shows the outstanding checks year-to-date through August totaling \$4,643.62. Millard inquired as to whether the Capital Reserve account is earning any interest and Christine verified that it is an interest-bearing account. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Bob Foster and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): July & August 2020 Reports

Receipts for August 2020: \$20,471.27

Disbursements for August 2020: \$14,499.09

Total YTD Budget Expenses: \$139,784.33

Director Flynn said the expenses for July and August were all the normal operating expenses. One exception is in August for Creative Library Concepts for \$1,450.00 which was for the shields that go around the computers. They are protective shields as well as privacy shields. Receipts are down because we had not been collecting fines through Labor Day. Expenses are also down because there were no children's programs. The second page of the report is our year-to-date expenses which are running under the budget due to the Pandemic. Hearing no further questions or discussion, 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)

Status of Library Operation during Covid-19 Pandemic:

Expanding Re-Opening – We expanded our hours starting today, September 8th. On Mondays, Wednesdays, and Fridays, we are open from 10 a.m. to 5 p.m. On Tuesdays and Thursdays, we are open 12 p.m. to 7 p.m. We are resuming our Saturday hours 11 a.m. to 2 p.m. Once the library re-opened in July, patrons have been taking advantage of that and coming in to check out books and use the computers. The library may resume the crochet and knitting programs and Book Club because these groups can easily maintain social distancing. Gaming night is still on hold since they must sit close together and all use the same game pieces.

Buildings & Grounds:

There was extensive flooding in the library's basement with the last big storm. Fortunately, there was nothing of importance being stored in the basement. We did have some of the inside hotel doors that were removed during our renovation in the basement. They were rotted with the flooding so DPW came and got rid of everything. All the water was pumped out and fans are running down there to dry everything out. There is no recommendation as to how to prevent flooding going forward; it was simply a matter of sump pump not being able to keep up during such a major storm. Our Public Works and Fire Department did a very thorough job so many thanks to both of those groups.

Finance – The library audit is underway. Director Flynn has been working with the audit team the past few months and they have provided a preliminary report. We will be scheduling an exit conference since we have a new Bowman partner working on the library audit this year. The tentative dates for the meeting with the auditors and finance committee will be either held on Monday, 9/14 or Wednesday, 9/16 after 1:30 p.m.

Nominating Committee – It is the time of year when we need to have a nominating committee to elect the officers for the upcoming year. Nancy is in her third year of running for President. If anyone would like to be President, please let the nominating committee know. Nancy asked Tina and Millard to be a part of the nominating committee along with Mary Kristen. Tina will chair this committee and they will meet before our October meeting to come up with officer nominations.

Strategic Planning – Our strategic plan was developed in 2015. It is hard to believe it has been five years already, but it will be time to review the plan in 2021 to see if we need to make any updates to it.

Library Programs:

Summer Reading – The kids who did participate in the program this year were active in reading books and playing along with the Bingo and Scavenger Hunt activities. Christine went to Five Below for some of the prizes that were given out for these activities, and she also got gift cards to Sundae's and mini golf. Our Grand Prize winner was Sophia Hughes. Crafts were still available to pick up in the library and Erica did an instructional video for the last craft.

YouTube Channel – Erica will read stories virtually through the library's new YouTube channel. Kids can either tune in live during the normal 10:30 a.m. Story Hour time or they can watch the playback on demand anytime. She will also make videos of crafts kids can do with materials they already have at home.

Old Business:

Outdoor Light – Tina said Mike from Arden Electric will be getting in touch with Christine. We are on his schedule to get the historical light outside repaired.

New Business:

The NJLTA's Annual Meeting is this Saturday, September 12th from 10:30 a.m. to 12:30 p.m. it will be held virtually this year.

On October 16th, the Institute of the NJLTA will be holding its annual meeting virtually as well. Nancy said this meeting provides a lot of valuable information and she is going to encourage some of the newer trustees like Kim and Deanna to attend this year.

The cost of both these meetings will be paid by the library and the hours will count towards our combined annual training requirement of 7 hours.

The state library has a new contract with Zoom so they can host meetings with up to 500 attendees. All the libraries are able to use this membership to host meetings at no cost; this is one way we could hold larger programs virtually.

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 Bob Foster at 7:31 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, OCTOBER 13,
2020.

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