

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, MAY 14, 2019

MEETING CALLED TO ORDER by Board President Nancy Grover at 6:58 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.

ROLL CALL: Nancy Grover (Here), Millard Wilkinson, Jr. (Here), Janet Guerere (Here), Christina Hoffmann (Here), Robert Foster (Here), Mary Kristen Albertson (Here), Kimberly Cunningham (Here), Mayor James Bilella (Here), Joseph Campisi (Absent), Cande Kristoff (Absent)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Friends' President Katherine Kas; Alice Malloy from Our Lady of Mount Carmel Regional School (OLMC); Gail David from Eastern Regional High School (ERH)

APPROVAL OF MINUTES FOR BOARD MEETING HELD APRIL 9, 2019: Motion to approve the April 9, 2019 minutes distributed via email made by Tina Hoffmann and seconded by Millard Wilkinson. All in favor, motion approved.

REPORT OF FRIENDS: President Katie Kas started her update by saying that James Bilella, the Mayor's son, was the winner of this year's Scholarship. The Mother's Day Tea was this past weekend. There was one seating with 52 guests. Deanna will be providing more information about the Tea and Katie will have an update for the next board meeting. The next event is an Ollie Gator's fundraiser which will be held on August 4th. Millard mentioned that a letter was always sent to the Scholarship recipient on behalf of the Board in past years. Nancy said that the letter should come from the Friends since the Board no longer contributes to the Scholarship. This change took effect two years ago when the MFML became a municipal library. Katie will talk with Deanna and begin working on that letter.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy provided the update for OLMC. The Science Fair and Spring Concert will be held this Friday night. The Science Fair begins at 6 p.m. followed by the concert at 7 p.m. The Student Art is still up and people can walk through the building and see that on their way to the Science Fair and concert. Next week, the school has a "Dance for Education" in place of a walk. It is a mini dance-a-thon with a DJ, and is set for next Thursday, May 23rd morning followed by Field Day in the afternoon. Track season is winding down with final meets on May 18th and May 23rd. The 8th Grade Graduation activities begin June 3rd and the actual graduation is on Monday June 10th. The last day of school is Friday, June 14th. The Summer Art Camp will be held June 24th through the 28th and they are still looking into a possible STEM camp in July. All this information is available on the school's website.

Gail David gave her update for ERH later in the meeting. She said that graduation is on June 18th at 3 p.m. There are academic awards on May 30th and the senior portion of the ceremony

will be held later at 7:30 p.m. as there are so many senior awards this year. Gail was happy to announce that there will be a Girls Golf Team starting next year. Millard then inquired as to whether the alumni association is active. Gail said she would find out if she could get more information for Millard

PRIVILEGE OF THE FLOOR: This section is not applicable as there are no members of the public present at this meeting. We do not need to open or close the privilege of the floor.

TREASURER'S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A)

MFML Operating/Checking Account: \$103,254.41

MFML Payroll Account: \$5,847.75

Accounts of MFML as an Association Library from 1957 to 12/31/2014

TD Money Market Account: \$16,289.21

Total: \$125,391.37

Tina mentioned that the second page shows the outstanding checks in the right-hand column totaling \$6,590.82. Hearing no further questions or comments, 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)

Receipts for April 2019: \$21,121.23

Disbursements for April 2019: \$17,347.70

Total YTD Budget Expenses: \$77,870.73

Director Flynn said the lawn care expense is a one-time cost for the Spring cleanup. She has switched to A&F Lawncare which is more cost effective. Millard just wanted to verify that the \$1,244 wasn't a monthly cost. The second page is year-to-date line item expenses. Hearing no further questions, motion to receive and approve the Director's Financial Report made by Bob Foster and seconded by Kim Cunningham. Hearing no further questions, all in favor, motion approved.

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

Personnel – The resignation of Trustee Janet Guerere was handled earlier in the meeting; her formal written resignation letter was read aloud to the Board and Janet was honored with a small celebration. The Board made a motion to approve her resignation and subsequent nomination to Emeritus status. Motion to approve **Resolution R5-1** to appoint Janet Guerere to Trustee Emeritus made by Millard Wilkinson and seconded by Tina Hoffmann. All in favor, motion approved.

Buildings & Grounds – Director Flynn said the library construction bond is moving along slowly. Currently, the state is collecting some high-level information from each library so they can figure out about how much money each library will need for their projects. Applications will be coming out in the September/October timeframe and they will have a 90-day turnaround time. That is all for now on the status of the grant.

The hotel doors were assessed by the Historic Preservation Committee. The transom above the door is leaking a lot of air, but the committee can do this work themselves. The doors need to be

re-set and re-hung which will fix the alignment and gaping holes. The first step is to fix the transom and then they will figure out the next steps.

ATA provided a quote for both the landscaping and the fence. Their estimated cost for the fence alone is \$2700. It would be 9 panels of 6-foot high cedar fencing along the perimeter which would take the fence out almost all the way to the road. ATA said the total for landscaping, fixing the drainage ditch and installing the fence is a projected cost of \$4413. Christine contacted another landscaping firm, Shipshape who gave a quote of \$1113 for the landscaping/drainage fix and they do not do fencing. There is a disparity in pricing between ATA and Shipshape on the drainage issue so Christine said she will find out why and get them both on the same page. She also received a quote from South Jersey Fence of \$1590, which is a reasonable price. Nancy questioned whether the run-off from the drainage problem would ruin the new fence and Christine said the water runs the other way. Tina advocated for doing the landscaping work and fixing the drainage problem as it will be at least two summers before the construction grant is underway. Christine and Nancy were concerned that the landscaping would be a waste prior to the construction. One compromise is to add a few flowers and shrubs along the fence line once the drainage issue is corrected. Nancy suggested that the Friends could even help with planting. Millard stated his concern about the drainage problem; he said that the basement could flood if the sump pump stopped working. All agreed that the priorities are installing a fence and fixing the drainage problem. The Director feels that she has enough quotes for the fence and we can proceed with South Jersey Fence. She will gather more quotes, or at least one more quote from Quality Landscaping for the drainage issue, prior to the next meeting.

Policy – A library law presentation was given by Gloucester County to all the local library directors. There are several minor things that MFML is not currently doing, for example filing items with the clerk, that we need to examine further and address. Christine presented copies of the presentation to the board members for review prior to our next meeting. She asked the board to select any items from this presentation that we feel we should be doing, and we discuss at our next meeting.

Library Programs – A new program will be held on Thursday nights. The library is partnering with a new local business, Mr. E's Game World, to hold a weekly game night at the library for young adults from 4 to 7:45 p.m. This store specializes in Board games not electronic games. They were looking for a place where young professionals could meet every week and play, and the library stepped up to provide a meeting place for this weekly program. Tina said Mr. E is Jim Evangelisti who was a former high school teacher. Betty said information for this event is on the library's website. A lot of preparations are still being made for the upcoming Summer Reading Program which will run from June 28 to the second week in August. The packets for participants are being assembled and Erica is working on developing the crafts. The format of the program will remain the same.

OLD BUSINESS: Millard has three black and white photos of Lucien P. Fleche in World War I. He gave them to Tina to see if we can place them somewhere in the library as it shows Lucien as a young man. He will continue to go through his belongings to see if there is anything else pertinent to the library and its history that he could pass along.

NEW BUSINESS: There is no new business to discuss at tonight's meeting.

Mayor Bilella said the capital budget was approved so that means the library's grant money was approved as well. That item has been cared for and is in the budget.

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

Motion to adjourn the meeting was made by Millard Wilkinson and seconded by Mary Kristen Albertson at 8:10 p.m. Hearing no further questions or discussion, all in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, JUNE 11, 2019
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

Director's Report
Marie Fleche Memorial Library
April 2019

Policy

- Attended Library law presentation

Programs

- Game Night collaboration with Mr. E's Game World

Programs

- Story Hour
 - 4 programs - 52 children and 44 adults
- Tiny Tots
 - 4 programs – 41 children and 36 adults
- Adult
 - 4 programs
 - Pinochle – attendance 34, 4 programs
 - Book Club – attendance 6, 1 program
 - Knitting - attendance 10, 3 programs
 - Meetings – attendance 40, 5 meetings
- Tutoring – 22 sessions , 44 attendees
