

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES  
TUESDAY, OCTOBER 13, 2020

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:02 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), Christina Hoffmann (Present), Robert Foster (Not Present), Mary Kristen Albertson (Present), Kimberly Cunningham (Present), Deanna Schuenemann (Present), Mayor Rick Miller (Not Present), Dr. Joseph Campisi (Not Present)

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

FLAG SALUTE

APPROVAL OF MINUTES FOR BOARD MEETING HELD SEPTEMBER 8, 2020: Motion to approve the SEPTEMBER 8, 2020 minutes distributed via email made by Millard Wilkinson and seconded by Kim Cunningham. All in favor, motion approved.

REPORT OF FRIENDS: Deanna provided the update on behalf of the Friends. The Boscov's fundraiser is being held Oct. 14<sup>th</sup> and Oct. 15<sup>th</sup>. You must mention our organization for 5% of the sales to go toward the MFML.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There are no members of the School Advisory Committees present at tonight's meeting.

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): Sept. 2020 Report

The balance as of 9/30/2020 is as follows:

MFML Operating/Checking Account: \$102,536.59  
MFML Payroll Account: \$4,507.94  
Capital Reserve Account: \$66,325.98  
Total: \$173,370.51

The second page of the report shows the outstanding checks. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Mary Kristen Albertson and seconded by Deanna Schuenemann. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Sept. 2020 Report  
Receipts for September 2020: \$20,460.17  
Disbursements for September 2020: \$22,176.70

Total YTD Budget Expenses: \$162,158.55

Director Flynn noted the expense for the audit was \$6,500 which is a \$500 increase from previous years. In September, we also renewed three of our Museum passes at once. The second page of the report shows our year-to-date expenses by line item. There were no further questions or discussion. Motion to receive and approve the Director's Financial Report made by Millard Wilkinson and seconded by Tina Hoffmann. All in favor, motion approved.

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

### **Buildings & Grounds:**

Grant – The State Librarian was due to receive the Grant recommendations in September, but this has now been pushed back to October.

### **Finance:**

Library Audit – The Finance Committee met with the auditors to discuss the audit results. There were a few recommendations, but there were no formal findings that need to be corrected. The Board must approve the acceptance of the audit findings so Christine can submit the signed certification to the state.

There was a brief discussion about one item regarding post-employment benefits for the Director. There is no action required on this item.

Nancy read the formal Certification statement and the Board Members signed off on it. Kim will coordinate obtaining Dr. Campisi's signature for this document. Mayor Miller already signed off on the document.

**Resolution R10-1 2020** – Motion to approve **Resolution R10-1-2020**, the Governing Body Certification of the Annual Audit made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved.

State Aid and 2021 State Allocation – We received our State Aid for this year which is \$3,288. Also, we received notice of our 2021 State Allocation for our budget next year. It is \$247,680 and this is a \$3,318 increase from 2020 to 2021.

### **Nominating Committee:**

Tina provided an update on behalf of the nominating committee. At the last meeting, Nancy asked that Tina chair the Officer Nominations Committee working with Millard and Mary Kristen as per the 5.4 of the By-Laws which states, "The Committee is to meet in October of each year and be prepared to present its slate of candidates at the December meeting. Additional nominations for the slate of officers may be proposed by other Board members at that time." Tina added that board members have the right to nominate themselves or any other Trustee to fill the position of the four officers for 2021 (President, Vice President, Secretary and Treasurer) and all nominations will remain confidential. If you wish to do so, please email tina by Oct. 20<sup>th</sup>. All current officers have expressed a willingness to continue in their positions if voted by the Board. The positions of President and Vice President held by Nancy and Millard have 3-year terms which are up at the end of 2020. If there are no new nominations for these positions, they will need a two-thirds vote at the December meeting to renew their terms.

The nominating committee will meet on Oct. 27<sup>th</sup> if necessary.

### **Library Programs:**

YouTube Channel – Erica conducts Story Hour once a week. She reads one or two stories and this is uploaded to go live Thursday morning during the regular Story Hour time. Erica also demonstrates a craft that kids can make from materials they already have at home. This is a separate video. Special thanks to Katie who created a video for our YouTube channel for Fire Prevention month. “Firefighter Katie” shows off all her fire-fighting gear. It is such a great video, so please check it out if you have not already seen it.

Inter-Library Loan – Inter-Library Loan (ILL) will be starting again in October.

There are no regular programs running except the Book Club, which has been meeting on the first Monday night of each month. There are 4-6 individuals that attend regularly.

### **Old Business:**

Outdoor Light – Christine said the outdoor light was fixed. Arden completed the work without ever having to enter the library.

In addition, Tina said that the caps for the pillars at entrance of the brick wall in front of the library and Borough Hall will be replaced soon.

Tina also hopes that we can preserve the brick work on the library where the old entrance was located.

### **New Business:**

Virtual Trustee Institute – The Virtual Trustee Institute will be held this Saturday, Oct. 17<sup>th</sup> from 9 a.m. to 1 p.m. and we have already paid the \$25 registration fee. Nancy encouraged all trustees to attend for all or part of the webinar if they have the opportunity. She will email the link out to everyone. The information provided during this webinar is valuable for all trustees especially those who are newer to the role. Copies of the meeting agenda were provided to the members who requested it.

Tina said the local Brownie troop is making Gingerbread men/women decorations and asked if there is a place in the library where they could be displayed. Christine said they could go in the Children’s Room and Erica could even read a related story for their YouTube channel.

**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 Deanna Schuenemann at 7:39 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON TUESDAY, NOVEMBER  
10, 2020 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