

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES  
TUESDAY, APRIL 13, 2021

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

FLAG SALUTE

SUNSHINE NOTICE: Adequate notice of the meeting has been sent to the Berlin Sun and the Camden Courier Post. Notice of the meeting has been posted on the bulletin board of the library 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 (Present), Mary Kristen Albertson (Present), Kimberly Cunningham (Present), Deanna Schuenemann (Not Present), Mayor Rick Miller (Not Present), Dr. Joseph Campisi (Not Present)

ALSO, PRESENT: Library Director Christine Flynn and Katie Helliwell, President of the Friends

APPROVAL OF MINUTES FOR BOARD MEETING HELD MARCH 16, 2021: Motion to approve the MARCH 16, 2021 minutes with one minor change to the spelling of Michele Secret's name made by Tina Hoffmann and seconded by Bob Foster. All in favor, motion approved.

REPORT OF FRIENDS: Katie said that the Friends are planning a bake sale this Spring. The date is yet to be determined. They're also planning the return of the *Book 'N Bake Sale* which will take place in September. Finally, the Friends are going to begin making raffle baskets again.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There are no members of the school advisory committees present at tonight's meeting.

TREASURER'S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A): Mar. 2021

The balance as of 3/31/21 is as follows:

MFML Operating/Checking Account: \$74,009.28  
MFML Payroll Account: \$5,191.20  
Capital Reserve Account: \$116,347.84  
Total: \$195,548.32

The second page of the report shows the outstanding checks for the month of March. Hearing no other questions or discussion, motion to receive and approve the Treasurer's Report made by Millard Wilkinson and seconded by Kim Cunningham. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Mar. 2021 Reports  
Receipts for March 2021: \$21,223.40  
Disbursements for March 2021: \$17,964.27  
Total YTD Budget Expenses: \$48,911.16

More donations were made in honor of Janet Guerere in March. The second page of the report shows how we are doing by line item through the end of March. Motion to receive and approve the Director's Financial Report made by Bob Foster and seconded by Millard Wilkinson. All in favor, motion approved.

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

**Buildings & Grounds Committee:** Christine provided an update on the next round of the Construction Bond. The guidelines have been published so Christine has been in touch with both Leslie who wrote the narrative and our architect. While the narrative will require only minor updates, our architect will need to update several templates and the construction costs. His fee for these services is \$2,900. They are using the metrics from the first round to target areas of our application that need improvement. We also need to provide written confirmation that our location has not fallen into a "historically designated site." This means that any changes made through receipt of the grant would not impact any historical location(s). Margaret Westfield, a historic architect, gave her opinion that the library is not in the Berlin Historic District and provided the Director with the appropriate person to contact at the State Historic Preservation Office (SHPO) for confirmation. We are awaiting a decision from SHPO. At their upcoming May meeting, the Mayor will obtain the formal resolution which shows that the Borough has budgeted \$300K for the bond.

**Library Programs:** The programs continue to run as normal and planning for the summer reading program is underway. We may do some in-house activities for the summer reading program. We expanded our hours on Tuesday and Thursday mornings, and the new hours are working out well because there is more traffic in the morning. Per the CDC, there is no longer a requirement to quarantine books as there is virtually no risk of transmitting Covid via books. Other area libraries are following this new protocol as well.

**Old Business:** There was no old business to discuss at tonight's meeting.

**New Business:** Fall Fest is being planned for October 9<sup>th</sup>. The DBRC is having an "Everything Strawberry Festival" on May 22<sup>nd</sup> (3 to 7 p.m.) and the library will participate with a raffle basket among other things. Advertising for this event will take place via social media.

Tina showed the new plaque she had made to go next to the painting of Lucien's Tavern that hangs in the library. The old plaque was hard to read.

**Privilege of the Floor:** This section is not applicable as there are no members of the public present at tonight's meeting.

Motion to adjourn the meeting was made by Millard Wilkinson and seconded by Mary Kristen Albertson at 7:29 p.m. Hearing no further questions or discussion, all in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING IS OUR REORGANIZATION MEETING AND IT WILL BE HELD ON **TUESDAY, MAY 11, 2021 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