MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, MARCH 15, 2022

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

FLAG SALUTE

SUNSHINE NOTICE: Adequate notice of this meeting has been given in accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231. Said notice has been given to the Berlin Sun and the Camden Courier Post Newspaper. It has been posted on the MFML Bulletin Board and the website of the Marie Fleche Memorial Library showing the date, place, and time of said meeting.

ROLL CALL: Nancy Grover (Present), Millard Wilkinson, Jr. (Present), Christina Hoffmann (Present), Mary Kristen Albertson (Present), Kimberly Cunningham (Present), Deanna Schuenemann (Present), Corinne Dowdell (Present), Mayor Rick Miller (Present), Dr. Joseph Campisi (Not Present), T. Bonmati (Present)

ALSO, PRESENT: Library Director Christine Flynn

APPROVAL OF MINUTES FOR BOARD MEETING HELD JANUARY 11, 2022: Motion to approve the January 11, 2022 minutes as per email distribution made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

REPORT OF FRIENDS: Deanna provided the update for the Friends of the MFML. They have decided to hold the Mother's Day Tea with one seating on Saturday, May 7th. The price for admission will most likely be the same. Tina added that the Strawberry Festival will be held on Saturday, May 14th. Therese said that the National Junior Honor Society at BCS could help provide volunteers for both events. There will be an upcoming Friends meeting, but no date has been set at this time.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Therese provided an update for BCS. The band will be performing on April 7th and there will also be a Spring play with the date to be determined.

TREASURER'S REPORT: Christina Hoffmann, Treasurer (Please see Attachment A): Feb. 2022

The balance as of 2/28/22 is as follows:

MFML Operating/Checking Account: $69,722.31
MFML Payroll Account: $5,753.38
Capital Reserve Account: $156,366.93
Total: $231,842.62

The second page of the report shows the outstanding checks totaling $7,593.61. There were no further questions or discussion. Motion to receive and approve the Treasurer's Report made by Millard Wilkinson and seconded by Corinne Dowdell. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Feb. 2022 Report

Receipts for Feb. 2022: $45,058.90
Disbursements for Feb. 2022: $18,375.19
Total YTD Budget Expenses: $34,503.69

Christine said that she has the report for January if anyone wants to see it, but there were no unusual expenses for the month. The expense for Envisionware is the new computer login system that is replacing the manual system. Another feature of this system is mobile printing. The Book Systems expense is the annual renewal fee. The second page gives the breakdown of expenses by line of business. Motion to receive and approve the Director's Financial Report made by Kim Cunningham and seconded by Deanna Schuenemann. All in favor, motion approved.

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

Personnel: Two people have resigned: Dawn Sayers and Michelle Corbin. Kaitlin McGee has been hired and is now backfilling Michelle's position which has more responsibilities. Christine is interviewing candidates for the night shift which covers 5 to 8 p.m. three nights per week plus one Saturday a month.

We are gearing up for the Summer Reading Program which will be in-person this year. The Pinochle Group, Game Night and Book Club are all active and meeting regularly in the library.

Buildings & Grounds Committee:

Borough Funds: Mayor Miller said the Borough's Finance Committee met with Nancy and Christine, but they are still waiting on the state funding. Rick has met with all the department heads and received their requests. The CFO should have the numbers in the next few weeks. The library may not receive the full amount we asked for because other departments are also requesting funds, but we should hear sometime in April after the budget is prepared.

There was a brief discussion about the library tax levy and Millard provided some information about how a municipality can increase the library tax levy to the mayor and interested board members.

Finally, there is a training session for new trustees and the meeting date will be sent to Corinne.

Old Business: There was no old business presented at tonight's meeting.

New Business: Therese said BCS's five-year strategic plan is being developed, and one of the goals of the plan is to coordinate resources with the local library. She would like to meet with Christine to share the curriculum and if there are places where we can partner.

We will also have to update the library's strategic plan once we know our funding and the projects we will conduct. A committee will be put together to go over the trustees' by-laws. Nancy will need two volunteers for this committee. Corinne and Mary Kristen volunteered and will provide dates and times to Nancy when they can meet to review and update the by-laws as needed.

Privilege of the Floor: The Privilege of the Floor was not applicable at this meeting as there were no members of the public present.

Motion to adjourn the meeting made by Corinne Dowdell and seconded by Millard Wilkinson at 7:24 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON APRIL 12, 2022 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