

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES  
TUESDAY, APRIL 12, 2022

MEETING CALLED TO ORDER by Board Vice President Millard Wilkinson at 7:03 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 (Not Present), Dr. Joseph Campisi (Not Present), T. Bonmati (Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Alice Malloy from OLMC

APPROVAL OF MINUTES FOR BOARD MEETING HELD MARCH 15, 2022: Motion to approve the March 15, 2022 minutes as per email distribution made by Corinne Dowdell and seconded by Therese Bonmati. All in favor, motion approved.

REPORT OF FRIENDS: Deanna provided the update for the Friends of the MFML. The Friends met and the Mother's Day Tea will be held on Saturday, May 7<sup>th</sup> with one seating at noon. Price per ticket is \$20. We could have as many as 76 attendees using part of the second floor for tables. Therese Bonmati will reach out to the BCS NHS to get 4 to 6 volunteers for three crews for set-up on Friday, serving and clean-up on Saturday. The Strawberry Festival will be held on Saturday, May 14<sup>th</sup>. The Friends will have a bake sale at this event.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: OLMC enrollment remains steady with 146 students K to 8<sup>th</sup> grade, and 30 students in Pre-K. There are no Covid cases in the school currently, and wearing masks is optional. Track season has started with 46 total kids from both the school and the parish. They have had two meets so far and the season ends before Memorial Day Weekend. Spring Break starts this Thursday, April 14<sup>th</sup> and runs until April 25<sup>th</sup>. There will be a Spring concert for the first time in 2 years. Their fundraiser "Dance for Education" and annual Field Day will also be held this year. The last day of school is June 15<sup>th</sup>. First Communion will be held the weekend of May 7<sup>th</sup> - 8<sup>th</sup>. Also, the Knights of Columbus are sponsoring a Blood Drive next Wednesday, April 20<sup>th</sup> from 3 to 8 p.m.

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

The balance as of 3/31/22 is as follows:

MFML Operating/Checking Account: \$76,704.17

MFML Payroll Account: \$5,517.92  
Capital Reserve Account: \$156,368.26  
Total: \$238,590.35

The second page of the report shows the outstanding checks. Christine noted that one check # 3894 for \$1540 has not been cashed and she will look into it. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Deanna Schuenemann and seconded by Kim Cunningham. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Mar. 2022 Report  
Receipts for Mar. 2022: \$22,721.95  
Disbursements for Mar. 2022: \$15,740.09  
Total YTD Budget Expenses: \$50,479.24

Christine said that the Collaborative Summer Reading expense is for materials for the Summer Reading Program. This year's program is called "Oceans of Possibilities." The Amazon expense is high because of having to purchase toner. The second page gives the breakdown of expenses by line of business. Motion to receive and approve the Director's Financial Report made by Tina Hoffmann and seconded by Deanna Schuenemann. All in favor, motion approved.

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

We are gearing up for the Summer Reading Program which will be in-person this year. It is ocean-themed and there will be a few live presentations. In addition, there will be a party at the end of the program. Each week, we continue to have Children's Story Hour and there are 3 evening programs which are well attended.

Personnel: We hired Annalisa Mazza to fill the evening shift plus one Saturday a month. The library is back to full staff with six total employees.

Buildings & Grounds Committee:

Borough Funds: Board President Nancy Grover spoke with the mayor and received some preliminary information that the Borough is looking to give us about half of what we originally requested (\$150K instead of the full \$300K). There will be a Borough workshop meeting prior to their council meeting on April 14<sup>th</sup> for further discussion.

Tina added that she has the plaque that will be installed in the garden. She also inquired about the status of moving the decorative light to the garden area. The Borough will move the light, but they asked for the library to pay for the electric for this light. Christine said she will follow up with our electric contractor about this item.

There was then some discussion about what the construction plan is for the money that we hope to attain from the Borough. For example, what is our wish list for improvements and what items are we prioritizing. It was said that some of the items listed on the preliminary construction document that was handed out during tonight's meeting may not be feasible. Per the by-laws, board members need to be involved in this decision-making process. It was noted that this preliminary construction hand-out was pulled from the original construction grant, which was approved by the board. Tina suggested that we should have a meeting of the Buildings & Grounds Committee to take a fresh look at the items since the grant was denied and we may

have a reduced amount of money. There was then some conversation about the timing of these meetings if they should be before or after we receive the figures from the Borough. It was decided that we should have a meeting with the full board to provide ideas and weigh in on a new construction wish list.

Motion to meet as a full board to determine our wish list once we receive the dollar amount from the Borough made by Board President Nancy Grover and seconded by Deanna Schuenemann. Tina voted nay. Motion approved by majority vote.

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

New Business: The committee made a few minor changes to the trustee by-laws, and the edited copy was sent to the board via email. There was some question about the article regarding the Director's review. We will add the comment "as necessary" since it is not required. We will make that change to the copy and then formally adopt the by-law changes at our next meeting. Corinne asked if her library training could be counted towards our annual mandatory training requirement. She will forward her certificate to Christine. It was also noted that the New Jersey State Library Conference will be held in Atlantic City in June.

Mary Kristen added that Financial Disclosure Statements are due April 30<sup>th</sup>. The Borough secretary sent them out to the Board. Christine will follow up with the secretary to make sure Millard and Corinne have received their FDS emails.

Privilege of the Floor: Betty provided her input and perspective as an employee, volunteer, and long-time patron. She recommended that we tackle improvements in the library as a whole project. Technology has a lot of infrastructure issues from outlets to wiring that need to be considered when compiling the wish list. There are also safety issues that need to be prioritized from the uneven flooring to the unstable shelving. As a new board member, Corinne asked if it was possible to review a list of the technology issues, as well as the original grant proposal. Betty and Christine will provide these items for her review. Motion to close the Privilege of the Floor made by Tina Hoffmann and Corinne Dowdell. All in favor, motion approved.

Motion to adjourn the meeting made by Corinne Dowdell and seconded by Deanna Schuenemann at 8:10 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON MAY 10, 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