

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
SPECIAL MEETING OF BOARD OF TRUSTEES
WEDNESDAY, MAY 18, 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. (Not Present), Christina Hoffmann (Present), Mary Kristen Albertson (Present), Deanna Schuenemann (Present), Corinne Dowdell (Present), Kimberly Cunningham (Present), Mayor Rick Miller (Present), Supt. Dr. Joseph Campisi (Not Present), BCS Alternate Theresa Bonmati (Not Present)

PURPOSE OF SPECIAL MEETING:

This meeting was called to discuss the use of Borough and Library funds for renovation and rehabilitation of the library, and to decide and prioritize the list of projects. No other business is to be conducted at this meeting.

Everyone was provided with a list of the projects for consideration (see Attachment A). Board President Nancy Grover read over the list as written. This list is comprised of suggestions, and she pointed out that we can rearrange these projects and reorder them as needed.

Board member Deanna Schuenemann mentioned that the insulation in the attic and building at large needs to be a top priority. Then Board member Tina Hoffmann said she had an estimate for this work which was provided through a contractor that Councilman Len Badolato contacted about this project. Director Flynn also asked for and was provided with a copy of this estimate. The building is cold in the winter months.

It was then mentioned that we might want to hire an engineer first. For example, with the insulation, does it only need to go in the attic or does it also need to go underneath the flooring. Or with the electrical issues, how do we go about adding electric in a brick wall. An engineer can tell us how we go about tackling these projects. Tina suggested we use the inspection report from 2015 and Director Flynn said it would be a help, but we still need an engineer to look at where we are today.

The HVAC system for the library's building (1957 building) is from 1991. Since there are so many frequent repairs to this system, Hutchinson is in the process of preparing an estimate to install a whole new system. We would work with a NJ Clean Energy program called Direct Install which can pay up to 80% of high-efficiency upgrade costs for small businesses. The program also includes lighting. Board member Corinne Dowdell suggested that HVAC and insulation be paired together as one project. Christine will receive quotes from Hutchinson and South Jersey Gas, but to date we have spent \$12K in repairs for the heater. Could the heater be moved from the kitchen to attic per Tina.

Electrical work should be considered next. Then Corinne suggested we pair the electrical and lighting items together. Christine said the lighting item is that we need to replace the current inefficient bulbs with all LED lighting.

Corinne then asked why library shelving was at the bottom of the list and Christine it was because we have the money set aside to cover the cost of new shelving. The contractor that provided the existing shelving is working on an estimate for new wood shelving and some tables. Creative Library Solutions is the vendor that the NJ State Library system uses so we do not put this out for bids.

This led into a discussion about the next item on our list which is the front window. Nancy suggested replacing this window with a double paned window that would be in the same style as the current window. The window in Betty's office was replaced with a double-paned window and it maintains the same look. Tina would like to see this window repaired instead of replaced because of the associated cost, but she recommended getting an estimate for both repair and replacement. Mayor Miller asked if the glass was shatterproof, which it is not because it is original from 1957, and this is a safety concern. Also, he added that we should test the paint for lead.

Director Flynn said she would like to see the flooring item moved right under the heating and insulation item. There was discussion about installing carpeting versus refinishing the existing hardwood floors. It is a big job to refinish the flooring as it would require

The ceiling improvement item is minor. The ceiling only requires minor repairs.

The next item discussed was the glass enclosure. It is not original to the building, and it is not attractive. Tina warned that we should carefully consider removing this enclosure as it cuts into the roof. To save costs, she suggests cleaning it up and adding art installations instead. This item will be moved towards the bottom of the list.

Discussion then turned to replacing the two doors in the Children's Room. They do not close properly, and the weather stripping is all gone from underneath the doors. This item can be moved down the list because we can pay for the cost to either repair or replace these doors.

Mayor Miller said that the Council wants to have say as to what projects get completed since it is a Borough building and we would be using Borough funds. Rick asked and got the Council to agree to keep \$150K set aside and then see what projects we all agree upon undertaking. Rick said there should be a balance because it is a Borough building, but it is also a library that needs to function. The library is autonomous with its own money in capital reserve. There was some discussion about the shared services agreement, but it was said that the library will work with the council on the proposed projects. The library will use only what is needed of the Borough funds.

It was said that the door in Betty's office should be removed because it is drafty, non-functioning and a waste of space. Tina suggested just weather stripping the outside of the door due to the cost.

The next item to remove the old entrance doors and interior half wall is to free up space. Tina said again this is a big expense and that we could continue to use the outside doors and the ramp leading up to them. They could be used during Children's Story Hour. The hardscaping in

that courtyard was recently done and should be preserved. Even with removing the doors, the hardscape would remain intact though.

Discussion then turned to the main entrance and handicap access. This item originally was not included on the list because it is not a part of the library building. Corinne said this item should be moved towards the top of the list because we need the door and ramp to be in ADA compliance. Board member Tina Hoffmann said that we need to re-consider moving the main entrance (see Attachment B), which Tina Hoffman shared with the board members. She said that the condition of the existing main entrance door and ramp is poor and that patrons must walk from one end of the library all the way to the other side to get to the Children's Room. There was then discussion about the cost and what funds we would use to complete this major renovation. We would need to use our capital reserve funds and there were questions about whether we would have enough money to do the other projects on our list if we put forth this big project.

The board then prioritized the list as follows:

1. Insulation
2. Heating/AC
3. Lighting
4. Electrical
5. Floors
6. Main Entrance Door and Handicap Access
7. Ceiling
8. Front Window
9. Removal of outside door in back office (Betty's office)
10. Removal of old entrance doors (install half window, remove interior half wall)
11. Removal front entrance glass enclosure

The items relating to the two back doors in the Children's Room (original #9) and the library shelving and tables (original #13) were removed from the list because the library will provide the funds for these items.

It was said again that we will hire an engineer first and Mayor Miller will find out which engineering firm the Borough uses. We will obtain some ballpark estimates so that we have some initial figures to present to the Council. It was suggested we hire one general contractor or project manager for the whole project, as we cannot break the project down into its individual pieces.

Board members then decided to walk the building after the meeting concluded to review the proposed project items.

PRIVILEGE OF THE FLOOR: There were no members of the public present at tonight's meeting, so there was no need to open or close the Privilege of the Floor.

Motion to Adjourn the meeting was made by Deanna Schuenemann and seconded by Corinne Dowdell, Jr. at 8:14 p.m. All in favor, motion approved.

Respectfully submitted,

Mary Kristen Albertson - Board Secretary