

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, JUNE 14, 2022

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:02 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 (Not Present), Deanna Schuenemann (Present), Corinne Dowdell (Present), Mayor Rick Miller (Not Present), Dr. Joseph Campisi (Not Present), T. Bonmati (Not Present)

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

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON MAY 10, 2022: Motion to approve the May 10, 2022 minutes as per email distribution made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

APPROVAL OF MINUTES FOR SPECIAL MEETING HELD ON MAY 18, 2022: Motion to approve the May 18, 2022 minutes made by Corinne Dowdell and seconded by Deanna Schuenemann. Millard Wilkinson abstained from the roll call vote since he was not present at this meeting. All in favor, motion carried.

REPORT OF FRIENDS: There was no representative from the Friends in attendance at this meeting. Per Director Flynn, the Friends will meet in July to discuss the Book 'N Bake Sale that will be held in the Fall.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There are no advisory committee members from BCS or OLMC present at tonight's meeting.

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

The balance as of 5/31/22 is as follows:

MFML Operating/Checking Account: \$88,704.85
MFML Payroll Account: \$5,020.45
Capital Reserve Account: \$156,370.88
Total: \$250,096.18

The second page of the report shows the outstanding checks totaling \$4,009.84. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): May 2022 Report
Receipts for May 2022: \$22,615.90
Disbursements for May 2022: \$14,417.36
Total YTD Budget Expenses: \$84,323.78

Christine said S&S Worldwide is an expense for the children's reading program, and the expense for A&F Lawncare is high because we got mulch this year. The second page of the report shows expenses by line items. Our utilities expense year-to-date is high, but we can move the money around between line items, as necessary. Motion to receive and approve the Director's Financial Report made by Corinne Dowdell and seconded by Mary Kristen Albertson. All in favor, motion approved.

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

We are officially kicking off our summer reading program with registration on June 27th. It will be seven weeks long and this year's theme is "Oceans of Possibilities." There will be in-house presentations, such as from the Pearl Observatory, and there will also be an end of program party. Bingo and scavenger hunts will be held throughout the program and "crafternoons" for kids over six years old will be held on Wednesdays. Our pinochle, game night and book club groups are meeting during the summer as well.

Buildings & Grounds Committee: Christine provided the board with a list of the estimates (See Attachment C) she has received so far since we met on May 18th. She also has all the detail for each estimate if anyone wishes to review. We received two quotes for insulation and are waiting for one more quote. We are awaiting another estimate for carpet from a library firm. Hutchinson provided the quote to upgrade the heater for the Children's Room, and we are waiting for a quote from CBM. The HVAC would go through the direct install program. We received one estimate for \$61,377, but it is incomplete. The lighting portion is incomplete because we are also asking them to provide a quote to replace the fluorescent lighting above the shelves. The electrical wiring will actually be run underneath the flooring, and the outlets will be retractable. A local electrical firm called All Wired Electric will also be providing a quote.

Christine has estimates out for all items on the list, but there are no estimates yet for the front window, replacement of the old entry doors or replacement of the doors in the Children's Room. We did receive an estimate for the shelving and furniture, which is between \$105K and \$110K. This includes installation and the company that takes the books off the shelves, stores the books, and then puts them back on the new shelves. This is the same firm that provided shelving and furniture for the hotel. We will pay for this expense from our Capital Reserve Account, and Corinne asked if it is ok to use all the money in the account. There was then some discussion about this account, how we constantly roll money over into this account each year, and our Capital Reserve Plan.

The order of projects is heating and lighting first then the insulation. Flooring would follow then finally the shelving. It would be fall before the shelves would even be ready to be installed. After speaking with the contractors and the mayor, Christine feels there may no longer be a need for an engineer.

We should have all the quotes by our July meeting. There are also a few issues that need to be resolved before we take it to the Borough. Discussion then followed about the money we will be receiving from the Borough and the Shared Services Agreement. When Nancy and Christine met with the Finance Committee, they asked for the Borough to make these repairs as it is their building, and they agreed to do so. As a result, this money goes beyond the Shared Services Agreement and is not considered to be a loan that needs to be repaid.

We then talked about whether the building is considered to be historical, and the only criteria it currently meets is the age of the building. Tina said while it is not on the historical register, it is of historical significance to the community especially to those who were residents in 1956. Copies of a letter from Councilman Badolato and the letter in response from Board President Nancy Grover were then provided to the Board. It was decided that we will confirm with mayor and council that this money is not considered to be a loan. A discussion then followed about Trustee roles and responsibilities. It was agreed that all estimates will go through the Director going forward so she can compile all quotes into one package. Any board member can make a recommendation at any time, but Director Flynn will coordinate all the information.

South Jersey Glass will provide a quote for the replacing the storm window on the front window. We also have to test for lead paint and consider whether we would need double-paned glass for safety reasons. Estimates will be provided for all items on the list. Once we receive all the estimates, an email will be sent to the Board to determine if we will meet prior to our July meeting.

Old Business: There was no old business presented at this meeting.

New Business: There was no new business present at this meeting.

Privilege of the Floor: Motion to open the Privilege of the Floor made by Mary Kristen Albertson and seconded by Corinne Dowdell. All in favor, motion approved. As an employee, patron, taxpayer and volunteer, Betty Velie shared what she has gathered and heard most from patrons over the years. They complain most about the climate of the library, specifically that it is too cold in the building, and also that there is a lack of electrical outlets. Our primary focus should be to make the library comfortable. The library should be a meeting place where patrons can go to work, study, tutor, etc. Betty further added that making these improvements is the Borough's responsibility, and that these improvements should have been made even prior to the library becoming a municipal library.

Motion to close the Privilege of the Floor made by Mary Kristen Albertson and seconded by Corinne Dowdell. All in favor, motion carried.

Motion to enter the closed session portion of our meeting made by Corinne Dowdell and seconded by Deanna Schuenemann. All in favor, motion approved. Motion to close made by MK and seconded by Millard. All in favor, motion carried.

Motion to adjourn the meeting made by Deanna Schuenemann and seconded by Corinne Dowdell at 8:22 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON JULY 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