

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

MEETING CALLED TO ORDER by Board President Nancy Grover 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 (Not Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Katie Kas from the Friends

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON JUNE 14, 2022: Motion to approve the June 14, 2022 minutes as per email distribution made by Corinne Dowdell and seconded by Deanna Schuenemann. All in favor, motion approved.

REPORT OF FRIENDS: Katie Kas said that the Friends will be meeting on Thursday, July 28<sup>th</sup> at 6 p.m. to discuss the Book 'N Bake Sale which will be held on September 24<sup>th</sup>.

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): Jun. 2022

The balance as of 6/30/22 is as follows:

MFML Operating/Checking Account: \$91,292.18  
MFML Payroll Account: \$4,812.43  
Capital Reserve Account: \$156,372.17  
Total: \$252,476.78

The second page of the report shows the outstanding checks totaling \$5,057.58. 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): Jun. 2022 Report  
Receipts for Jun. 2022: \$22,724.30  
Disbursements for Jun. 2022: \$20,136.96

Total YTD Budget Expenses: \$104,668.77

Director Flynn said payroll is higher because we had three pay periods last month. We also paid our annual membership for the Battleship New Jersey and the Brainfuse expense is for an online tutoring system. The second page of the report shows how we are doing year-to-date by line item. Hearing no questions, motion to receive and approve the Director's Financial Report made by Corinne Dowdell and seconded by Millard Wilkinson. All in favor, motion approved.

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

Summer Reading Program: There were 63 signups in the first two weeks of the program. Kids are exchanging their coupons for prizes, and they participated in a Scavenger Hunt, so traffic in the library is high. There are more older children participating this year. There is a "Crafternoon" tomorrow for 7- to 10-year-olds. We are going to trial a new program called "Read to a Rabbit." There will be live presentations from Pearl Observatory and others and there will be an end of summer reading program party as well.

Buildings & Grounds Committee: Christine received the final proposal for the HVAC system and updated electric, which is through the Direct Install Program. Board members received a copy of the report from South Jersey Gas. What would normally cost \$80K to replace the HVAC and updated electric will only cost \$31K; this represents a 60% savings. Director Flynn recommends passing a motion at tonight's meeting to approve this proposal. She will then forward it to the mayor so he can review with Council as soon as possible. Motion to approve the quote for the HVAC and electrical work through the Direct Install Program made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion carried.

Christine passed out a summary of the estimates for the other work that would be covered by Borough funds (Please see Attachment C). We received two quotes for insulation. Both are local companies, but Eastern is the lower cost. The Board does not feel it is necessary to obtain additional quotes.

Flooring is not immediate, but we have quotes from South Jersey Hardware, Tina's contact, and Direct Carpeting so far. Direct Carpeting uses carpet squares, so they are easily replaced. They are currently reworking their quote. Christine also reached out to Metropolitan Carpeting, which is a vendor that Camden County library used. Both Direct Carpeting and Metropolitan Carpeting are state approved vendors. We have time to decide on this item as flooring is last.

Director Flynn is still waiting to hear back from Carl Maloney about the Children's Room Heating Unit. Hutchinson provided a quote but is waiting for additional information from the manufacturer of the heating unit. Christine will keep following up on this item.

The quote for the additional 3 electrical outlets is \$1650. He is a local contractor.

Christine had a contractor called RGB Construction come out to look at the front window. RGB Construction would replace the window with a new Pella window that would look exactly like the existing window for \$10,793. At Tina's suggestion, South Jersey Glass also came out to provide an estimate. South Jersey Glass would replace the outside storm window for \$7,514. This estimate does not include the repair of the existing inside window which has tested positive for lead paint. Since this is hazardous material, a special group would have to come in to repair these inside panes. This would require an additional expense and also closing the library to get this safely repaired. The other contractor, RGB Construction is lead-certified, and they are

aware this window is positive for lead paint. They will remove the whole window without disrupting the paint. The new window is double-paned and thus would not require a storm window. Nancy asked if the new window glass is tinted to prevent sunlight from fading the books. Christine will follow up with the company on this item.

RGB Construction also provided an estimate to replace the old entry doors with a custom picture window for \$5,969. The outside would be matched with siding, and the new space would create an office space. The director will get another estimate to have windows to match the existing windows, instead of a picture window. We would move Betty from her area to this new space. We could then use that old space to put more books and a sitting area. We discussed a picture window versus matching windows.

There was some discussion about the railing on the ramp. It has become detached because the wood is rotting. RGB Construction does not do ramps, but he has the name of another company that we will contact about this repair. Christine will have that estimate for next month's meeting.

The Borough funds would cover everything except for the removal of the old entry doors and the library shelving. The mayor has the proposals for the HVAC system and front window to present to council. Christine then passed out copies of the new floor plan that was provided by Creative Library Concepts (CLC) (Please see Attachment D). The estimate we received from CLC for new library shelving and furniture is \$109K. This includes all the wood shelves, tables, chairs, molding, and the expense for the company that will take the books off the shelves, store and then replace the books on the new shelves. DPW will help take the old shelves down because they are attached to the walls. CLC uses state-approved vendors, so we do not need additional bids.

We voted on the stain of the shelves and the majority selected the medium cherry stain. It will take several months to get this shelving so we should make a motion to approve the quote for the shelving. Deanna asked what we do with the existing shelving. We will use a few of the units, but the majority would go to recycle. Tina suggested offering the old shelves to Alice Malloy and OLMC school, so we will check with her to see if she can use them. Tina asked how the new shelves are different from the old shelves. The new shelves will be adjustable shelves so we will be able to accommodate more books per Director Flynn. Motion to approve up to \$110K for the shelving to include the removal and replacement of books made by Corinne Dowdell and seconded by Millard Wilkinson. Tina Hoffmann abstained from the Roll Call Vote. All in favor, motion approved.

Personnel: Rosann Kureczko has been hired as the new Technical Processing Assistant. She does all the cataloging for the books and DVD's, in addition to covering the front desk.

Old Business: Tina said she wanted to discuss the letter that was sent to Council on behalf of the Board. She did research and found in old minutes from April 2015 that all trustees are to follow the by-laws and any infraction made would have that board member put on notice. She does not feel that the letter should have been sent and that any correspondence should be approved by the Board. It was then stated that estimates should not be obtained without board approval. The duties and roles of a trustee were then discussed, and it was stated that the library should be advocated for above all else. The Shared Services Agreement was mentioned, and it was said that the Borough funds are a one-time dispensation since we have a building that requires multiple maintenance upgrades. It was said again that the library will only use what money is necessary to make the repairs.

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

Privilege of the Floor: Motion to open the Privilege of the Floor made by Corinne Dowdell and seconded by Millard Wilkinson. All in favor, motion approved. Betty Velie said that our minutes are posted on the library's website. The minutes are a synopsis of what was discussed at our meetings, and they include all formal motions, but not the specific financials or attachments. Betty was approached earlier tonight by Board member Tina Hoffmann to make changes to the history of the library that is also posted on the website. Before any changes can be made, they must be approved by the Board. Betty will add the requested changes and Christine will forward out the edited copy to the Board for review prior to our next meeting. Tina asked when the history of the library was approved by the Board and Betty said it was in 2012 when the website was first published. Motion to close the Privilege of the Floor made by Kim Cunningham and seconded by Deanna Schuenemann. All in favor, motion carried.

Motion to adjourn the meeting made by Deanna Schuenemann and seconded by Corinne Dowdell at 8:33 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON AUGUST 9, 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