

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES  
TUESDAY, AUGUST 9, 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 (Not Present), Mary Kristen Albertson (Present), Kimberly Cunningham (Present), Deanna Schuenemann (Present), Corinne Dowdell (Not 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; Alice Malloy from OLMC

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON JULY 12, 2022: Motion to approve the July 12, 2022 minutes as per email distribution made by Millard Wilkinson and seconded by Kim Cunningham. All in favor, motion approved.

REPORT OF FRIENDS: Katie Kas said that the Book 'N Bake Sale will be held on Saturday, September 24<sup>th</sup> from 10 a.m. to 2 p.m. Currently, the Friends are accepting books. They will begin accepting flea market items on August 22<sup>nd</sup> and baked goods on the morning of the sale. The Boscov's "Friends Helping Friends" campaign will be held again this year. Tickets will be sold at \$5 apiece.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy said OLMC will hit their enrollment budget with 147 students from K to 8<sup>th</sup> grade, but they are slightly below budget with 26 in Preschool. Parents' Orientation followed by an Ice Cream Social will be held on August 23<sup>rd</sup>. The first day of school is the day after Labor Day on September 6<sup>th</sup>. Full days will be held all that week. This year's "Win Big" fundraiser features over 80 prizes and will kick off by Labor Day. Back to School Night is on September 15<sup>th</sup>. Girls Volleyball begins in September as well.

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

The balance as of 7/31/22 is as follows:

MFML Operating/Checking Account: \$91,098.30  
MFML Payroll Account: \$6,602.98  
Capital Reserve Account: \$156,373.50  
Total: \$254,074.78

The second page of the report shows the outstanding checks totaling \$9,726.74. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Jul. 2022 Report  
Receipts for Jul. 2022: \$22,825.10  
Disbursements for Jul. 2022: \$21,018.98  
Total YTD Budget Expenses: \$126,003.05

Director Flynn said we have had more non-residents join the library with six just this last month. For ratification purposes, we had to pay expenses for the Summer Reading Program ahead of time including Wallaby Tales, and Pearl Observatory. Secrest Design Associates was also paid this month. The expense for Hutchinson is because the air conditioning broke down; it is still not working on the second floor. Hutchinson recommended not ordering the part as the unit is more than 20 years old. The second page of the report shows expenses by line items and utilities are running high year-to-date. Hearing no questions, motion to receive and approve the Director's Financial Report made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

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

Summer Reading Program: The Summer Reading Program is going well. The kids enjoyed Wallaby Tales and the dinosaur exhibit from Pearl Observatory. The "Read to a Rabbit" trial program was also a big hit! Children could read to one of three rabbits for 15 minutes at a time. Pictures are posted on the library's website. There is one more event with barnyard animals. Registration for this event had to be closed because 35 children signed up. Finally, the end of the summer program party will be held next week with prizes awarded, pizza provided and a magician.

Buildings & Grounds Committee: Christine signed the proposals for the shelving and the HVAC system (approved at the July Board meeting) since both of these items have a long lead time. Other items that we can move ahead this evening include the insulation, front window, and flooring. Motion to approve Eastern Contractor Services for attic insulation for \$3900 made by Millard Wilkinson and seconded by Mary Kristen Albertson. All in favor, motion approved. The company that provided the quote for the front window is lead-certified. They said the replacement window will take 18 to 24 weeks to arrive. Motion to replace the front window up to \$11,000 made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved. The final item to discuss is adding carpeting to the floors. Most libraries use carpeting to absorb the sound. Metropolitan Contract Carpets is a state-approved contractor, and they use a tactile method which does not use glue. Motion to approve up to \$12,000 for carpeting made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved. The rest of the members voted in favor, so the motion is carried. Mary Kristen asked if we have enough in our budget to cover all these items and we do have enough in our Capital Reserve Account along with the Friends' donation. Our next priority would be to fix the heater in the Children's Room, but Director Flynn is seeking additional quotes for this item.

Old Business: Nancy mentioned that the annual NJLA Trustee training will be held virtually on Oct. 8<sup>th</sup>. This is the same day as Fall Fest noted Betty.

New Business: Director Flynn showed the Board the fabric samples for the lounge chairs and we selected the dark green striped sample by majority vote 3 to 2.

Privilege of the Floor: Motion to open the privilege of the floor made by Kim Cunningham and seconded by Deanna Schuenemann. Betty said Fall Fest will be held on October 8<sup>th</sup>. Motion to close the privilege of the floor made by Mary Kristen Albertson and seconded by Deanna Schuenemann.

Motion to adjourn the meeting made by Deanna Schuenemann and seconded by Millard Wilkinson at 7:56 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON SEPTEMBER 13, 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