

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, OCTOBER 11, 2022

MEETING CALLED TO ORDER by Board President Nancy Grover at 6:56 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), Mary Kristen Albertson (Present), Kimberly Cunningham (Present), Deanna Schuenemann (Present), Corinne Dowdell (Present), Mayor Rick Miller (Not Present), Dr. Joseph Campisi (Not Present), Therese Bonmati (Not Present)

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

RESIGNATION OF TREASURER: Board Treasurer, Christina Hoffmann has handed in her resignation, which is effective September 13, 2022. Motion to accept the resignation of BOT Treasurer, Christina Hoffmann effective Sept. 13, 2022 made by Millard Wilkinson and seconded by Mary Kristen Albertson. All in favor, motion approved.

APPOINTMENT OF TREASURER: We will appoint a new treasurer at tonight's meeting. Board Member Corinne Dowdell has agreed to be the new Board Treasurer. Motion to appoint BOT Treasurer, Corinne Dowdell, effective immediately, made Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion approved.

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON SEPTEMBER 13, 2022: Motion to approve the Sept. 13, 2022 minutes as per email distribution made by Kim Cunningham and seconded by Corinne Dowdell. All in favor, motion approved.

REPORT OF FRIENDS: Katie Kas provided an update on the results of last month's Book 'N Bake Sale. Deanna said this sale brought in more money than last year's sale, about \$1,300. Traffic at the sale seemed slower and the Friends may discuss moving the timing of the sale in 2023. The MFML Boscov's "Friends Helping Friends" tickets are currently being sold and the shopping day is Oct. 19th. Next Thursday, Oct. 20th is the Friends' meeting.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy said the OLMC school is back in full swing, and enrollment is steady with 146 in K to 8 and 26 in Pre-K. Girls' volleyball season is underway and basketball meetings will be held next week in anticipation of the winter season. A "Trunk or Treat" will be held on Friday, Oct. 28th and plenty of Halloween festivities including a parade and classroom parties will be held at school on

Monday, Oct. 31st. On Monday, Oct. 31st. The school's major fundraiser "Win Big" is underway with the drawing to be held in December. A Designer Bag Bingo fundraiser will also be held on Nov. 4th and tickets are \$30 each. A free "Mommy and Me" Arts & Music class for toddlers (2.5- to 5-year-olds) will be offered again and held on the following Tuesdays: Oct. 18th, Oct. 25th, Nov. 8th, and Nov. 15th. Christine inquired whether OLMC would have need for any shelving since we will be replacing the shelving in the 1957 room in the coming months. Alice will come in and measure to see if the school could use the shelves.

Director Flynn has tried several times to obtain the financial records from our former BOT Treasurer without success. Upon the resignation of the BOT Treasurer in September, all the electronic copies of the records should have been turned over to the library director. Using the records that were provided to the auditors previously, Corinne was able to produce this month's report.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): Sept. 2022

The balance as of 9/30/22 is as follows:

MFML Operating/Checking Account: \$100,983.27
MFML Payroll Account: \$6,067.29
Capital Reserve Account: \$145,202.79
Total: \$252,253.35

The only thing that was different this month was the transfer for the payment of the new heating system in the Children's Room. Also, the Bank Reconciliation report is now a snapshot view only showing three months' history. The outstanding checks in September total \$14,669.53. Corinne will also be moving the reporting to Google Sheets in January, so the Director and also the Secretary can have electronic access to the finance reports. Going back to what was said earlier about the former Treasurer not turning over the financial records to date, Nancy and Millard will compose a letter to Tina asking her to turn over the finance records. This letter will be a certified letter that will request all financial documents be turned over within two weeks' time. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Mary Kristen Albertson and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Sept. 2022 Report

Receipts for Sept. 2022: \$22,741.60
Disbursements for Sept. 2022: \$27,821.39
Total YTD Budget Expenses: \$175,977.07

Director Flynn said there are two outstanding checks for Cabot Wrenn and Atmostemp. One is the deposit for the furniture to Cabot Wrenn, and the other is to Atmostemp for the new heater in the Children's Room. The rest of the expenses are our normal monthly expenses totaling \$3,399.53. The second page of the report is the breakdown of our year-to-date expenses by line item. Hearing no additional questions, motion to receive and approve the Director's Financial Report made by Kim Cunningham and seconded by Millard Wilkinson. All in favor, motion approved.

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

Finance:

State Aid – We received a check from the state for \$3,800 in October.

2023 Allocation – The MFML will be receiving \$300K for 2023, which represents an increase of \$31K (an 11.5% increase over 2022). The entire state received an increase, but there is a small possibility that it could be reduced if taxes are appealed and reassessed. The probability of an appeal is low. In November, we will have a better idea of how we can use this money.

Buildings & Grounds Committee:

Status of Projects: We had to change our plan for replacing the heating system in the children's room because the joists in the ceiling were too narrow for the new system to be placed there. The contractor ended up replacing the two wall units instead, so the cost was less than anticipated at \$11,270. The boiler and air conditioning unit in the 1957 building is being updated and the baseboards will be closed off as the heat will come down through the ceiling.

Our new shelving is projected to arrive in mid-November. Millard asked if there would be a need to close the library as these projects get underway, but we should be able to work around the construction and still be safe per Christine. The lighting will be changed next followed by the insulation. One issue that arose is the company that was going to remove and store the books while we were getting the new shelving is not going to work out. Director Flynn called two moving companies to obtain estimates for this project. One of the companies Anchor provided an estimate that was too high, so motion to approve Wayne Moving & Storage as the contractor to remove, store and replace all the books for up to \$10,000 made by Millard Wilkinson and seconded by Deanna Schuenemann. All in favor, motion carried.

Board members then looked at carpet samples and selected one. However, the Board asked to see other samples before making a final decision on the carpeting. The carpeting will stop and leave an apron of exposed wood flooring around the fireplace. Once Christine receives the new carpet samples, members will stop in and vote on which one they like best prior to our November meeting. Director Flynn recommended getting the carpet ordered ahead of the furniture coming in, though the furniture can be held if necessary. Councilman Badaloto called Director Flynn to ask one more time if the Board would consider repairing the window over replacing it, and Christine told him that the contract was signed in August, so it is simply not possible. Another point she mentioned is that the new window is being custom made, so it will not be arriving until sometime in the 1Q of 2023. Director Flynn also double-checked with the town's Fire Marshall about the project to replace the side door with a window. It was confirmed that the doors were not needed as an exit and could be replaced with a double window.

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

New Business: There was no new business discussed at tonight's meeting. Board member Deanna Schuenemann mentioned here that she has reached out to her church's pastor to see if they have need for the library shelves or the furniture. If Deanna's church does not want the shelves and/or furniture, we will reach out to other organizations like the Centenary Methodist Church or VFW. There was also some discussion about where the bench should go as well. Director Flynn will reach out to the Borough or Historical Society.

Privilege of the Floor: This section of the meeting was not opened or closed. Betty Velie thanked everyone for their support of this year's Fall Fest.

Motion to adjourn the meeting made by Deanna Schuenemann and seconded by Millard Wilkinson at 8:00 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON NOVEMBER 8, 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