

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, DECEMBER 13, 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. (Not 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), Therese Bonmati (Not Present)

ALSO, PRESENT: Library Director Christine Flynn

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON OCTOBER 11, 2022: Motion to approve the Oct. 11, 2022 minutes as per email distribution made by Deanna Schuenemann and seconded by Corinne Dowdell. All in favor, motion approved.

REPORT OF FRIENDS: Dir. Flynn said the basket brought in \$360 and a local patron Jessica DuBray won the basket. Gayle Mottershead will be sworn in as the new President and Katie Kas may take over as Secretary if no one else volunteers. No activities for the Friends are planned until May 2023.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There are no members of the School Advisory Committees present at tonight's meeting.

To preface the Treasurer's Report, Christine mentioned the October bill list. Other than the Camden County Library Commission being our annual fee for Overdrive, it is comprised of our normal bills.

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

The balance as of 11/30/22 is as follows:

MFML Operating/Checking Account: \$97,851.23
MFML Payroll Account: \$10,939.90
Capital Reserve Account: \$145,214.93
Total: \$248,063.67

Corinne said the deposit and transfer from September cleared. We had a number of outstanding checks, but everything balanced out. At the end of October, our operating account was about

\$107K, with \$5872 in checking and about \$145K in our Capital Reserve. In January, the reporting will move to a Google format so it can be shared, and the Director can access it at any time. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Deanna Schuenemann and seconded by Mary Kristen Albertson. All in favor, motion approved.

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

Receipts for Nov. 2022: \$22,698.05

Disbursements for Nov. 2022: \$16,293.62

Total YTD Budget Expenses: \$223,554.15

Wheaton Arts and the Academy of Natural Sciences, we renewed their memberships for the year. We have a new membership to the Simeone Automotive Museum which is located in Philadelphia. Cabot Wrenn is the balance of the expense for our new furniture at \$2,778.06. A new cordless scanner was purchased for the front desk. The Borough paid out the remainder of the year for the director's pension and health insurance. The second page of the report shows the expenses by line items. Hearing no additional questions, motion to receive and approve the Director's Financial Report made by Corinne Dowdell and seconded by Deanna Schuenemann. All in favor, motion approved.

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

Buildings & Grounds Committee

Status of Projects: The big shelving should arrive in mid-December. While the carpeting is here, we are waiting until the shelves are placed. The company that is moving the books came in to lay out the plan. We are shooting for January to begin making our improvements. Also, the fire display exhibit will be moved to another location in Berlin.

Updated Alarm Proposal: In 2018, we first proposed combining the hotel and the 1957 building alarm systems. It will be \$8,448 to install the newly combined system and it will run through cellular service. The service charge will be reduced to around \$2,200 and we can cancel the Verizon service for that line which will save \$90 each month. We can save on Verizon bills and service fees going forward.

Motion to approve \$8,448 for the installation of the updated alarm system made by Corinne Dowdell and seconded by Deanna Schuenemann. All in favor, motion carried.

Technology

Internet and phone system upgrade proposal: Our contract with our current carrier, Xtel, has expired. Comcast has a better price than Verizon and the cost to upgrade will be minimal. They also have a program that works directly with libraries. Motion to approve the updated phone and internet system made by Deanna Schuenemann and seconded by Corinne Dowdell. All in favor, motion approved.

New people counter: It will be a new digital people counter and the company will manage the data via the cloud. The cost is around \$180 per year. The State requires this information.

Additional cameras: We will be adding new cameras, which will require new wiring, but this will be a one-time expense. We monitor the videos all the time for safety reasons.

There was a discussion on salary increases for all library personnel.

Old Business: All financial records from the former Treasurer were received. The library will give Wayne Butler who delivers the Courier Post a Wawa gift card for the holidays. The BOT will also send a small gift to board member Millard Wilkinson to wish him a speedy recovery.

New Business: Trustee Recommendation – Most small libraries have only five total board members. MFML currently has six on the Board. There was some discussion about the possibility of board member Millard Wilkinson moving to Emeritus Status, but we will leave the number of trustees at six for the present time.

Privilege of the Floor: This section is not applicable as no members of the public were present at tonight's meeting.

Motion to adjourn the meeting made by Deanna Schuenemann and seconded by Mary Kristen Albertson at 7:58 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON JANUARY, 10, 2023 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