

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
RE-ORGANIZATION MEETING OF BOARD OF TRUSTEES
TUESDAY, JANUARY 10, 2023

MEETING CALLED TO ORDER by Board President Nancy Grover at 6:57 p.m.

FLAG SALUTE

SWEARING IN of Re-Appointed Board Member: Nancy Grover

Oath of Office Administered by Mayor Miller.

Nancy Grover – Five Year Term 1/1/2023 to 12/31/2027

RESIGNATION – Kim Cunningham

Motion to accept the resignation of board member Kim Cunningham made by Corinne Dowdell and seconded by Deanna Schuenemann. All in favor, motion approved.

ACKNOWLEDGMENT of Existing Board Members:

Millard Wilkinson, Jr.	12/31/2024
Corinne Dowdell	12/31/2025
Mary Kristen Albertson	12/31/2023
Deanna Schuenemann	12/31/2026
Rick Miller	Serves by virtue as Mayor of Berlin Borough
Dr. Joseph Campisi	Serves by virtue as Superintendent of BCS

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), Deanna Schuenemann (Present), Corinne Dowdell (Present), Mayor Rick Miller (Present), Supt. Dr. Joseph Campisi (Present), BCS Alternate Theresa Bonmati (Not Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Alice Malloy from OLMC; Celia Kuns

APPROVAL OF MINUTES FOR BOARD MEETING HELD DECEMBER 13, 2022: Motion to approve the December 13, 2022 minutes as per email distribution made by Deanna Schuenemann and seconded by Corinne Dowdell. Mayor Miller abstained from the roll call vote since he was not present at the last meeting. All in favor, motion approved.

INTRODUCTIONS: Welcome, Nominations & Election of Trustee Officers for 2023.
Nominations Committee Report – Nancy Grover (Board Officers hold office for one year)

Board President: Nancy Grover
Board Vice – President: Millard Wilkinson, Jr.
Board Secretary: Mary Kristen Albertson
Board Treasurer: Corinne Dowdell

Motion to approve the Board Officer nominations for 2023 made by Deanna Schuenemann and seconded by Rick Miller. All in favor, motion approved.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy said enrollment at OLMC is steady. Standardized testing is underway with the STAR assessments, and the Junior High Mid-Term Exams will follow. The last week of the month (Jan. 29th – Feb. 4th) is Catholic Schools Week. In honor of MLK Day on Jan. 16th, each grade comes up with their own service project shelter, such as making fleece blankets, scarves, and breakfast bags for a homeless shelter in Atlantic City. The boys' and girls' basketball seasons have kicked off as well.

Dr. Campisi said the bond for BCS passed in December. The bond is for a total of \$19.6M, and it will be used towards the replacement of the HVAC system and roof, and repair of some outdoor areas as well. Donna DiLapo is the new school business administrator. Winter sports are underway, and the wrestling team has two wins. Basketball season has kicked off along with our cheer squad. BCS's Reorganization meeting was held on Jan. 4th and there is one new school board member. Following each board meeting, Dr. Campisi records a virtual "Java with Joe" session. These sessions sum up the board meetings and provide an opportunity for Q&A. There is a virtual meeting planned for the school community tomorrow night, Jan. 11th. This summit will focus on tech digital safety, mental health time, and introduce our new e-sports program.

REPORT OF THE FRIENDS: The Friends have both a new president, Gail Mottershead and a new secretary, Michelle Taylor. A meeting with the new officers will be held at the end of January.

RESOLUTIONS:

RESOLUTION R-1-2023: A resolution to establish regular meeting dates for the 2023 MFML Board of Trustees meetings on the second Tuesday of each month to be as follows, with the exception of March, which will be held on the third Tuesday:

January 10	July 11
February 14	August 8
March 21	September 12
April 11	October 10
May 9	November 14
June 13	December 12

Time: 7:00 p.m. Place: MFML

RESOLUTION R-2-2023: A resolution designating the Berlin Sun and the Camden Courier Post as the official newspapers for the Marie Fleche Memorial Library of Berlin for the year 2023.

RESOLUTION R-3-2023: A resolution authorizing the Director, President, or Treasurer to advertise, receive and open bids.

RESOLUTION R-4-2023: To appoint Berlin Borough's Risk Manager, Edgewood Associates of Berlin Borough, N.J., as Risk Management Consultants to comply with any requirements of the MEL/CCJIF Insurance Company as it applies to the MFML.

RESOLUTION R-5-2023: To appoint Bowman & Company of Voorhees, N.J. as auditors for the MFML for the year 2023.

RESOLUTION R-6-2023: To confirm the regular library hours of operation for 2023:

- Tuesday – Thursday, 10 a.m. to 8 p.m.
- Monday & Friday, 10 a.m. to 5 p.m.
- Saturday, 11 a.m. to 2 p.m.
- Closed Saturdays - July and August
- Holidays as posted on the MFML website.
- To authorize changes in hours of Library operations during 2023 as recommended by the Director, approved by action of the Board of Trustees, and posted on site and on the MFML website.

RESOLUTION R-7-2023: To adopt the MFML 2023 Cash Management Plan.

RESOLUTION R-8-2023: Authorization to adopt a budget for the year 2023. (Please see Attachment A)

RESOLUTION R-9-2023: To approve the salary increases for staff members as recommended by the Finance Committee.

Director Flynn provided copies of the proposed budget to the board. MFML received a \$31K increase which will primarily be used to increase staff salaries and to update our strategic plan.

Motion to adopt Resolutions R-1-2023 to R-9-2023 made by Deanna Schuenemann and seconded by Mary Kristen Albertson. All in favor, motion approved.

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

MFML Operating/Checking Account: \$101,078.35
MFML Payroll Account: \$5,480.75
Capital Reserve Account: \$145,221.10
Total: \$251,780.20

The Treasurer's Report will be moved to a Google format beginning January 2023. The second page of the report is the reconciliation of the outstanding checks totaling \$9,145.49. Motion to receive and approve the Treasurer's Report made by Joe Campisi and seconded by Rick Miller. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment C): Dec. 2022

Receipts for December 2022: \$22,650.55
Disbursements for December 2022: \$15,593.28
Total YTD Budget Expenses: \$248,436.73

The expense for Johnson Controls Security is for the upgrade to our alarm system. Amazon will now invoice and be referred to as Amazon Capital Services. The second page of the report shows our expenses by line item. We are under-running our budget year-to-date at \$248,436.73. Motion to approve the Director's Financial Report made by Rick Miller and seconded by Deanna Schuenemann. All in favor, motion approved.

DIRECTOR REPORT: Director Flynn (Please see Attachment C)

COMMITTEE REPORTS:

Building and Grounds Committee: The books have been removed from the shelves and DPW will begin dismantling the old shelving. Next week, the new carpet will be installed, and all the new shelving and furniture will be put in place starting Jan. 23rd. Our electrical contractor came in today to provide a quote to upgrade the electrical system and to add security cameras. Comcast will provide an update to the phone systems. A new people counter will also be installed sometime in March. Also, the window that will replace the outside green doors will be installed, and the fire display cabinet will be moved to the train station. Christine and Nancy said DPW has been outstanding throughout this whole process.

Finance Committee:

Capital Reserve Account: Money will not be moved between the operating account and capital reserve account at this time since it is designated for the new shelving expense which will be paid out shortly.

Old Business:

Trustee Positions: Nancy is going to visit Millard and offer him Emeritus Status. He has been a very valuable member of the library for 40 years, and we would like him to continue to participate in meetings as much as he is able.

Gift purchase for trustee M. Wilkinson, Jr. He enjoys fruit, so we will order him a gift on behalf of the BOT.

We have discussed the idea of reducing the size of the Board of Trustees to a total of 5 because the MFML is small. With Dr. Campisi and Mayor Miller attending board meetings, we have 7 that are able to vote. Our plan is to replace Kim Cunningham's position only.

New Business:

2023 Committee Appointments by Board President

1. Finance
2. Personnel
3. Technology
4. Policies
5. Buildings & Grounds

There was some discussion on committee appointments, but we are currently holding off on firming up the committee positions.

Privilege of the Floor: This section is not applicable at tonight's meeting.

Motion to Adjourn the meeting was made by Corinne Dowdell and seconded by Joe Campisi at 7:43 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON
TUESDAY, FEBRUARY 14, 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
Board Secretary