

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 14, 2023

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:06 p.m.

FLAG SALUTE

SWEARING IN of Trustee Cecilia Kuns finishing the term of Christina Hoffmann

Oath of Office administered by Board President Nancy Grover

Cecilia Kuns – Term 1/1/2023 to 12/31/2024

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), Deanna Schuenemann (Not Present), Corinne Dowdell (Present), Cecilia Kuns (Present), Mayor Rick Miller (Not Present), Supt. Dr. Joseph Campisi (Not Present), Therese Bonmati (Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie; Friends' President Gail Mottershead

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON JANUARY 10, 2023: Motion to approve the Jan. 10, 2023 minutes as per email distribution made by Corinne Dowdell and seconded by Cecilia Kuns. Therese Bonmati abstained from the roll call vote as she was not present at the last meeting. All in favor, motion approved.

REPORT OF FRIENDS: Gail provided the update for the Friends. The Friends had their first meeting with their new officers and new board members. The next meeting will focus on planning for the Mother's Day Tea, which will be held on May 13<sup>th</sup>. There will be one seating for this year's tea. The new raffle basket themed "Girls Night Out" basket is currently being made and raffle tickets will be available for purchase starting on March 20<sup>th</sup>. The Friends are also organizing several fundraisers including a Chick Fil A night. The next Friends meeting will be held on April 1<sup>st</sup> at 12:30 p.m. Therese Bonmati said she will coordinate student volunteers for this event.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Therese Bonmati provided the update for BCS. School Counselor Appreciation Week was last week, and this week the school is celebrating kindness. Tomorrow is School Resource Officer Appreciation Day. The girls' cheerleading squad won first place in their first cheer competition since Covid. Basketball seasons are wrapping up with championship games this weekend. Honor Roll and NJHS letters are going out. Last month, three students tried out and made it to the Olympic All-

Conference Band. BCS is currently seeking a new school librarian through Camden County Ed. Services.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): Jan. 2023

The balance as of 1/30/23 is as follows:

MFML Operating/Checking Account: (\$1,220.36)  
MFML Payroll Account: \$5,285.50  
Capital Reserve Account: \$145,227.27  
Total: \$149,292.41

The second page of the report shows the current checks outstanding for the month. But all expenses are going as planned and money has been moved from our capital reserve account into the operating account to cover all the expenses. Hearing no further questions or discussion, motion to receive and approve the Treasurer's Report made by Millard Wilkinson and seconded by Therese Bonmati. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Jan. 2023 Report  
Receipts for Jan. 2023: \$25,369.43  
Disbursements for Jan. 2023: \$115,478.62  
Total YTD Budget Expenses: \$127,863.39

Director Flynn said that this is the first month we received our increase from the state, which equates to an additional \$1,300 each month in revenue and receipts. The Media Technologies expense of \$84K is for all the new shelves, furniture, and installation. Metropolitan Carpet added new carpeting for \$11K, while Wayne Moving & Storage moved, stored, and replaced all the books for \$9800. We have not received the bill for the replacement of the door with the window. When this change was made, the window turned out to be smaller than the opening for the door, so Tree Frog Renovations is a local company that trimmed out the window. The expense for EnvisionWare is our annual contract expense. Christine said \$90K was transferred over to cover expenses and that we also received a \$10K donation from the Friends' fundraising efforts. The second page of the report shows year-to-date expenses, but this report is for the month of January only. Hearing no additional questions, motion to receive and approve the Director's Financial Report made by Mary Kristen Albertson and seconded by Therese Bonmati. All in favor, motion approved.

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

### **Buildings & Grounds Committee**

Update on Renovations – Specialized trim is being made and the chairs have been delayed until next week tentatively. The replacement of the front window is still scheduled for April. We are in the process of upgrading the alarm system, which will combine the two buildings into one system. Our new phone and internet system will be upgraded as well; Comcast will be installing everything on Monday when the library is closed for Presidents' Day. Betty did an incredible job managing all the technological changes that needed to be made prior to this upgrade. We had an electrician come in to begin work on several electrical upgrades, including outlets for the new people counter, as well as installing additional ethernet cables and additional wiring and panels. Finally, we need to add more lighting and we want it to match all the existing bronze fixtures. It was one month with the books in storage, and patrons were understanding.

**OLD BUSINESS:**

Board Composition – We have one board vacancy as Kim Cunningham resigned, and we have not decided if or when we will fill that position.

Committee Appointments – Nancy read over the current committee assignments. If board members are not happy with or would like to change their assignments, they can request a change through Nancy or Christine.

Finance – Corinne Dowdell, Millard Wilkinson, Nancy Grover & Christine Flynn

Personnel – Millard Wilkinson, Deanna Schuenemann, Cecilia Kuns, Nancy Grover & Christine Flynn

Technology – Betty Velie, Mary Kristen Albertson, Corinne Dowdell, Nancy Grover & Christine Flynn

Policies – Deanna Schuenemann, Cecilia Kuns, Nancy Grover & Christine Flynn

Buildings & Grounds – Millard Wilkinson, Corinne Dowdell, Mayor Rick Miller, Nancy Grover & Christine Flynn

Committees meet on an as needed basis only, and Nancy and Christine are on all committees.

**NEW BUSINESS:**

By-Laws: There is one minor addition to the by-laws. We need to add language that will allow trustees to call in as a virtual attendee when unable to attend in person. There is no longer a state of emergency due to the Covid-19 virus, so in-person meetings are required with very few exceptions. Thus, the provision that board members may attend via electronic means must be written into the by-laws. Also, to note is this electronic attendance is only temporary. Motion to add the electronic attendance provision into the by-laws made by Corinne Dowdell and seconded by Therese Bonmati. All in favor, motion carried.

Trustee Training: New trustee training will be held via Zoom meetings on Feb. 21<sup>st</sup> 7:00 to 8:30 p.m. and Feb. 25<sup>th</sup> from 10:30 a.m. to 12 p.m. Our board must have 8 hours total of annual training.

DPW Thank You: MFML would like to do special recognition for the DPW as they went above and beyond to ensure all renovations went smoothly. Christine will pursue having a nice luncheon catered for the team.

PRIVILEGE OF THE FLOOR: Nancy checked in with Millard as he was participating via conference call. There were no members of the public present at tonight's meeting.

Our March meeting is on March 21<sup>st</sup>, and there will be some bills prepaid prior to that meeting.

MOTION TO ADJOURN the meeting made by Millard Wilkinson and seconded by Corinne Dowdell at 7:46 p.m. There were no further questions or discussion. All in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING IS ON MARCH 21, 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