

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, MAY 9, 2023

MEETING CALLED TO ORDER by Board President Nancy Grover at 6:58 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), Deanna Schuenemann (Present), Corinne Dowdell (Present), Cecilia Kuns (Present), Mayor Rick Miller (Present), Supt. Dr. Joseph Campisi (Not Present), Therese Bonmati (Not Present)

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

APPROVAL OF MINUTES FOR BOARD MEETING HELD ON APRIL 11, 2023: Motion to approve the Apr. 11, 2023 minutes as per email distribution made by Corinne Dowdell and seconded by Deanna Schuenemann. Mayor Miller abstained from the RCV as he was not present at last month's meeting. All in favor, motion approved.

REPORT OF FRIENDS: Gail said the Mother's Day Tea, which is being held this Saturday, is sold out. The event set up will be on Friday night where the kids from BCS will be helping the other volunteers. The "Girls Night Out" gift basket will be raffled off during the Tea, and ticket sales for this basket have been doing very well so far. A summer reading themed basket is currently being developed.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice provided the latest update for OLMC. The second graders celebrated their First Communion last weekend, while eighth grade is preparing for Confirmation later in the month. Like BCS, standardized testing is being held this week at OLMC. The choir was invited to sing at the Berlin Township Police Memorial Service on May 4th in advance of the Police Unity Tour and Police Week. The Spring concert is next Friday, May 19th followed by the "Dance for Education" fundraiser on May 25th. "Fun & Fitness Day" will be held on May 26th, "Athletic Awards Night" is on May 30th, and they are looking forward to Graduation activities in June.

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

The balance as of 4/30/23 is as follows:

MFML Operating/Checking Account: \$95,255.67
MFML Payroll Account: \$6,379.75
Capital Reserve Account: \$55,235.49
Total: \$156,870.91

Corinne mentioned a transfer of \$2K from the operating account to the checking account to cover payroll since salaries have been increased. The second page of the report shows the bank reconciliation for last month. There was no further discussion or questions regarding this report. A motion to receive and approve the Treasurer's Report was made by Deanna Schuenemann and seconded by Mary Kristen Albertson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Apr. 2023 Report
Receipts for Apr. 2023: \$25,307.59
Disbursements for Apr. 2023: \$16,238.94
Total YTD Budget Expenses: \$206,405.16

Director Flynn said the miscellaneous was a credit from Verizon. All Out LLC is a plumber who came to repair the hot water heater. All the other expenses are our regular monthly expenses. The new cleaning service is working out well. The second page of the report shows our year-to-date expenses, and all line items are within budget. Hearing no additional questions, motion to receive and approve the Director's Financial Report made by Mayor Miller and seconded by Deanna Schuenemann. All in favor, motion approved.

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

Buildings & Grounds Committee

Update on Renovations – The front window is delayed due to supply issues with Pella, and the estimated ship date is Friday, May 12th. It is a one-day project once the window has arrived. The new lights are also delayed because wall mounts were ordered instead of ceiling mounts. All fluorescent lights have been changed to LED lights, and the ceiling mounts are in stock and will be shipped this week. These expenses have not been billed yet, and the front window (\$11K) and remaining utility expenses (\$31K) are the only other outstanding expenses from the renovations. Councilman Mascarenhas has led effort to fix the handicap access which includes new railings and a new ramp. A new door may also have to be ordered once they take it apart and examine the frame. Landscaping in the garden has been taken care of as well. Nancy commended DPW for all their help.

OLD BUSINESS: Financial Disclosure Statements must be filed as soon as possible as they were due April 30th. Mayor Miller sent an email to the Borough secretary for the reminders to be sent to board members to complete their FDS.

NEW BUSINESS:

Collection Development Policy: The board reviewed and discussed the new policy with a focus on the language that discusses materials for children. Corinne provided detailed notes on philosophy, collection maintenance, special considerations related to donations and book selection challenges. Thus, the board developed a few minor additions and/or updates that will be made to this draft in these sections. Christine will send out the revised copy to the board for approval at our next meeting.

Library Fine Policy: Effective June 1st, we will waive all existing fines in accordance with ALA standards. The cost for damaged and lost books will still be collected. Motion to approve eliminating late fees for books and DVDs made by Corinne Dowdell and seconded by Millard Wilkinson. All in favor, motion approved. Rick suggested that a form letter be sent to patrons

who have outstanding fines to welcome them back to the library. Christine will send letters to patrons who have accumulated fines after 2018.

The library services and Internet policies need to be updated as well. Director Flynn will send out the revised policies with highlighted changes to the board for review and discussion at our next meeting.

PRIVILEGE OF THE FLOOR: There was no tax increase this year and spending has been conservative, per Mayor Miller. We will revisit to see if there is some money from the Borough to fix the heating and AC in the hotel. There is a "Strawberry Fest" at Stella's this Saturday, May 13th and the Berlin DBRC is having a "Brew and Chew" on the following Saturday, May 20th. Betty mentioned that the GBBPA's "Business Meet & Greet" will be held at Ollie Gator's on June 22nd and it will highlight the new addition in the restaurant.

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

OUR NEXT BOARD OF TRUSTEES MEETING IS ON JUNE 13, 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