

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES  
TUESDAY, AUGUST 8, 2023

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:03 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 (Not Present), Corinne Dowdell (Present), Cecilia Kuns (Present), Mayor Rick Miller (Not 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

APPROVAL OF MINUTES for the Board Meeting held on June 13, 2023 and the Special Meeting held on June 30, 2023: Motion to approve the June 13, 2023 minutes and June 30, 2023 minutes as per email distribution made by Corinne Dowdell and seconded by Cecelia Kuns. All in favor, motion approved.

REPORT OF FRIENDS: Gail said the Friends are coming into their busy season. The Friends will be meeting this Tuesday. The annual Book 'N Bake Sale will be held on September 16<sup>th</sup>, and they are currently accepting book donations. A Fall/Halloween themed basket is being developed and will be ready by Sept 28<sup>th</sup>. This year's Boscov's fundraiser will be held on October 18<sup>th</sup>.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There will be an interim Superintendent for BCS for one year.

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

The balance as of 7/31/23 is as follows:

MFML Operating/Checking Account: \$104,324.18  
MFML Payroll Account: \$5,691.50  
Capital Reserve Account: \$19,137.16  
Total: \$129,152.84

Corinne said that we re-issued a check that was never received back in May. A motion to receive and approve the Treasurer's Report was made by Millard Wilkinson and seconded by Mary Kristen Albertson. All in favor, motion approved.

**FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Jun. & Jul. 2023 Report**

Receipts for Jul. 2023: \$25,407.69

Disbursements for Jul. 2023: \$22,473.85

Total YTD Budget Expenses: \$321,640.17

Director Flynn said there have been several ratification expenses related to the summer reading program. EBSCO is our new supplier for our magazines. LibraryLinkNJ is the fee we pay for the service for our inter-library loans. The last page of the report shows our year-to-date expenses, and all line items are within budget. It seems that our utility expenses are going down. Hearing no additional questions, motion to receive and approve the Director's Financial Report made by Celia Kuns and seconded by Corinne Dowdell. All in favor, motion approved.

The summer reading program saw over eighty participants and we received positive feedback from parents. Circulation jumped up over 40% this summer.

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

**Finance Committee**

Audit 2022 – We reached out to Kenneth Ditmaris, and we signed a letter of engagement. Director Flynn provided him with several documents, as well as provided him with access to our QuickBooks system. He will spend the day completing this year's audit. It also seems that the cost for the audit is less than what we originally budgeted.

Strategic Planning Proposal – Alan and Leslie Burger from Library Development Solutions (LDS) have the outline for our library so they can just update the existing plan. The expense for this update is \$17K. The state requires all libraries to have a current strategic plan, and LDS has a lot of experience. Motion to accept the professional services agreement from LDS made by Corinne Dowdell and seconded by Millard Wilkinson. All in favor, motion approved.

**Buildings & Grounds Committee**

Heating/Door in Hotel – Mayor Miller was not present at tonight's meeting, but he sent a message to Nancy that the Council did not approve our request for \$20K to update the heating system and replace the entrance in the hotel portion of the library. Council members cited the shared services agreement as the reason for not paying for these needed updates. There is no climate control in the hotel, which is considered to be a historic building. Nancy and Christine will attend the borough meeting on Thursday night to present the library's position on obtaining funds for these needed renovations. Corinne and Millard will provide input prior to the meeting. Motion to hire lawyer Michael Cerone, Jr. Esq. to review the shared services agreement made by Corinne Dowdell and seconded by Millard Wilkinson. All in favor, motion carried.

OLD BUSINESS: Christine will ask the auditor if we can set up electronic payments for utility bills, and also potential deposits as well. It will be a ratification schedule so the director can pre-pay some of these recurring utility bills. The state would prefer to deposit our money electronically this October.

NEW BUSINESS: Rosemarie Mains donated a painting to the MFML. Nancy showed the painting to the board at tonight's meeting. It has been framed and it will be placed in the

walkway to the Children's Room. Corinne suggested adding a plaque with the artist's name next to the painting.

PRIVILEGE OF THE FLOOR: Motion to open the privilege of the floor made by Mary Kristen Albertson and seconded by Corinne Dowdell. Betty said we could use the additional space in the hotel for tutoring and club meetings if the heating and cooling issues were resolved. More discussion about the hotel building maintenance and shared services agreement followed. Motion to close the privilege of the floor made by Cecelia Kuns and seconded by Corinne Dowdell. All in favor, motion carried.

MOTION TO ADJOURN the meeting was made by Mary Kristen Albertson and seconded by Millard Wilkinson at 8:03 p.m. There was no further discussion at this time. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON OCTOBER 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