

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MONTHLY MEETING MINUTES OF BOARD OF TRUSTEES
TUESDAY, OCTOBER 10, 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. (Not Present), Mary Kristen Albertson (Present), Deanna Schuenemann (Present), Corinne Dowdell (Present), Cecilia Kuns (Present), Mayor Rick Miller (Not Present), BCS Alternate Therese Bonmati (Not Present)

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

APPROVAL OF MINUTES for the Board Meeting held on August 8, 2023. Motion to approve the August 8, 2023 minutes as per email distribution made by Deanna Scheunemann and seconded by Corinne Dowdell. All in favor, motion approved.

REPORT OF FRIENDS: Gail said the Friends' annual Book 'N Bake Sale was held in mid-September and raised about \$1100. This year, the Friends opted not to sell flea market items and they made just as much money with less work. Basket donations totaled \$172. The theme of the next basket will be baking Christmas cookies. There will be one more meeting held before winter.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice Malloy said enrollment is up this year with 150 K to 8, and 37 in Pre-K. School opened Sept. 5th and welcomed three new staff members. The asbestos abatement in the school building was completed over the summer, and the boiler replacement project is almost finished. After school clubs began last week. The first service project where students are making "blessing bags" for Pete's Pantry is underway. Mommy and Me class (FALL - Fun Activities for Little Learners) starts this month. There will also be a Designer Bag Bingo on Friday, Nov. 3rd and the annual Win Big raffle is underway with the drawing being held on Saturday, December 2nd.

Introductions were made at the beginning of the meeting as the board welcomed new BCS alternate representative Shaitra Flores. Shaitra provided a brief update on BCS's current events. She said Dr. Harring is the new interim Superintendent for BCS and she started at the end of July. Shatira is the new Director of Curriculum, and she started on September 25th and Lindsay Hickman is the new Elementary School Principal. BCSHA held a Halloween Carnival last week, and they all joined the fun.

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

The balance as of 9/30/23 is as follows:

MFML Operating/Checking Account: \$107,527.64
MFML Payroll Account: \$5,124.09
Capital Reserve Account: \$19,138.76
Total: \$131,790.49

Corinne reviewed both the reports for August and September. Motion to receive and approve the Treasurer's Report was made by Mary Kristen Albertson and seconded by Deanna Schuenemann. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Aug. & Sept. 2023 Report

Receipts for Sept. 2023: \$25,334.59
Disbursements for Sept. 2023: \$8,660.30
Total YTD Budget Expenses: \$369,409.70

Director Flynn said we paid the new auditor in August. The year-to-date expense includes our capital expenses, and the new improvements made to the building have saved on utility expenses. Hearing no additional questions or further discussion, 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)

Buildings & Grounds Committee

Heating/Door in Hotel – The Borough is paying \$20K for new heating and AC units in the hotel. After that money was approved, Atlantic City Electric came in with a bill higher than that cost, so the library is picking up the difference of \$7K. The replacement for the front door is a fiberglass door frame that will mimic the original design. Caulk will be placed around the door, but the window above the door may need to be replaced. We will be paying to replace the door, but Christine is not sure if we need Borough approval since it is the hotel. Christine will follow up with the mayor.

Our lawyer Michael Cerone reviewed the Shared Services Agreement, and in his opinion the Shared Services Agreement is not enforceable as regards the 1957 building. The agreement as regards the hotel is less clear. We will have a surplus in the budget this year and in anticipation of receiving another \$31K for budget year 2024, the Board began to discuss ideas for how to use the additional money and we will continue to brainstorm about capital projects we could use the money for as well.

There was some discussion about the library's annual museum passes and potentially adding new passes.

The director said the Fire Inspector noted a few minor infractions in our building and the cost to fix these items is \$1,175.

Finance Committee

Audit 2022 – Corinne briefly reviewed the audit report. Overall, the report indicated that we are complying with standards. The report contained a few suggestions or opportunities for improvement that we can choose to fix or not as it would not affect the overall outcome of the report.

State Allocation – As previously mentioned, we are receiving almost \$31K more for 2024. This represents a 10.3% increase from last year.

Strategic Planning Proposal – The online survey via Survey Monkey has been updated. There are 13-14 questions and we got more specific about programs and the timing of these programs. Participants who respond to the survey will be entered into a random drawing for \$100. The survey will be distributed via constant contact email, published in the papers and it will be located on the library's website and Facebook page. Paper copies will also be available in the library. It is also being sent to the schools for distribution as well. The duration of the survey will be four weeks, and it will be timed prior to Thanksgiving. The analysis and reporting will be conducted in 2024.

OLD BUSINESS: Christine provided copies of the legal opinion regarding the Shared Services Agreement to the Board for their reference.

NEW BUSINESS: Nancy said the NJLTA will be holding a Trustee Check-in Q&A meeting on October 19th. She forwarded the email that has the link for this meeting. If you cannot attend live, it will be recorded and placed on the state library's YouTube channel. Shaitra will be sworn in as the BCS alternate at our next meeting. Dr. Harring will not be attending meetings since she is on an interim basis at BCS. If either Therese or Shaitra attends the trustee meetings, there is only one vote for BCS.

Christine introduced a resolution to allow electronic payments for certain routine bills. These types of electronic payments are allowed as long as they are initiated by the library. Our intention is to set up electronic payment for certain bills, and they will be scheduled to be paid the day after our monthly board meetings. The resolution is as follows:

R2023-10-1 RESOLUTION TO AUTHORIZE ELECTRONIC TRANSACTIONS

WHEREAS N.J.S.A. 40A:5-16.5 effective (August 2018) authorizes local government entities to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through a bank or other financial institutions, and

WHEREAS Automatic debits from bank accounts are not permitted, each individual disbursement to a vendor must be preceded by instructions transmitted to the bank. Individuals must be able to view transaction history, generate activity reports, and conduct supervisory reviews of all transactions.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Marie Fleche Memorial Library Board of Trustees authorizes the library to utilize electronic transactions in compliance with written procedures and internal controls developed by the library director as the library's policy. Motion to approve ***Resolution R2023-10-1 to Authorize Electronic Transactions*** made by Corinne Dowdell and seconded by Celia Kuns. All in favor, motion carried.

Corinne mentioned that one of our local Girl Scouts troops worked hard to clean up our Memorial Garden. Going forward, we will ask for volunteers to maintain this garden on a quarterly basis. We will budget to provide the materials and extend it to the community, such as a local boy scout or girl scout troop, or BCS's NJHS, to help with it for their service projects. We will recognize the local troop for their efforts in the Berlin Sun.

Personnel – One of our employees is leaving in three weeks' time, so we are looking for a replacement for her position. Christine has been interviewing candidates.

PRIVILEGE OF THE FLOOR: Motion to open the privilege of the floor made by Corinne Dowdell and seconded by Celia Kuns. All in favor, motion carried. Betty said the weather is a significant factor with holding the Fall Fest this year. The forecast is not favorable, but Betty is waiting until the last minute on Thursday to make the decision. Volunteers are lined up and there are many parties that will need to be notified if this event is canceled. Motion to close the privilege of the floor made by Mary Kristen Albertson and seconded by Deanna Scheunemann. All in favor, motion carried.

MOTION TO ADJOURN the meeting was made by Corinne Dowdell and seconded by Deanna Schuenemann at 8:21 p.m. There was no further discussion at this time. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON NOVEMBER 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
Secretary of the Trustees