

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

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:10 p.m.

FLAG SALUTE

SWEARING IN of Berlin Community School Alternate Shaitra Flores. The Oath of Office was administered by Board President Nancy Grover.

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 (Not Present), BCS Alternate Shaitra Flores (Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie

APPROVAL OF MINUTES for the Board Meeting held on October 10, 2023. Motion to approve the October 10, 2023 minutes as per email distribution made by Corinne Dowdell and seconded by Deanna Schuenemann. All in favor, motion approved.

REPORT OF FRIENDS: There is no representative from the Friends at tonight's meeting. Nancy added that a luncheon will be held for the Friends at noon on Saturday, which will be followed by a short meeting.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Shaitra said BCS held a Veteran's Luncheon for veterans in the community last week. A Thanksgiving food drive is underway for the families in need in the community. Parent and teacher conferences were held last week, and the first marking period has now ended.

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

The balance as of 10/31/23 is as follows:

MFML Operating/Checking Account: \$123,591.34

MFML Payroll Account: \$4,913.52

Capital Reserve Account: \$19,139.57

Total: \$147,644.43

Corinne pointed out that the bank reconciliation in the report looks a bit different because the electronic payments are now expressed with dates instead of check numbers. The dates represent when electronic payments will be made for the expenses incurred. Our outstanding checks total \$9,475.15. Motion to receive and approve the Treasurer's Report was made by Deanna Schuenemann and seconded by Cecilia Kuns. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Oct. 2023 Report
Receipts for Oct. 2023: \$32,928.63
Disbursements for Oct. 2023: \$4,765.82
Total YTD Budget Expenses: \$386,485.20

Director Flynn said electronic payments are noted in this report as well. The second page of the report shows that we are running under budget year-to-date. Hearing no additional questions or further discussion, motion to receive and approve the Director's Financial Report made by Deanna Schuenemann and seconded by Millard Wilkinson All in favor, motion approved.

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

Buildings & Grounds Committee

Heating/Door in Hotel – The heating and air conditioning work has been completed in the hotel, but the flow of the heat and air is not reaching the director's office and the exterior bathroom. The contractor is returning to try to fix the issue. The new hotel door has been ordered and it will take eight weeks to arrive. This door will mimic the appearance of our existing door, but the new door will be sealed and airtight.

Capital Expenses – Christine found a contractor who could replace the room divider in the Children's Room. A new track will be placed in the ceiling, and we can select the fabric for the divider. It is custom so it will take two to three months to complete. Motion to approve Modern Fold Room Divider for \$12,800 made by Deanna Schuenemann and seconded by Corinne Dowdell. All in favor, motion approved.

Director Flynn is trying to obtain at least two quotes to install new carpeting in the Children's Room. Christine has also reached out about replacing the shelves in this room for next year. New window coverings are also something we will discuss after the first of the year. Christine will also follow up about the insert for the fireplace.

Finance Committee

Preliminary Budget 2024 – The library will be receiving \$331,437.00 in 2024, which represents a \$30K increase from 2023. Copies of the 2024 budget along with the 2023 budget were provided for the board's review (see Attachment C). We will be rolling over between \$50-60K from this year's operating budget into next year's capital budget, and that will cover some upcoming projects. Salaries will be increased as well.

Strategic Planning Update – LDS met with some of the board members and Friends earlier tonight to discuss the preliminary survey results. They will be writing their report based on the final results. Copies of the current strategic plan and mission statement will also be provided to the board for review. The board discussed the possibility of hiring a consultant to update the library's social media and create a weekly newsletter.

OLD BUSINESS: The local girl scout troop has finished cleaning up the garden and has volunteered to handle the Spring cleanup as well. Pictures of before and after cleanup will be taken to recognize the troop's efforts. Going forward, the library will cover the cost of cleanup. The library will send a thank you note and also make a donation to the troop for their upcoming cookie season.

NEW BUSINESS: There was no new business presented at tonight's meeting.

PRIVILEGE OF THE FLOOR: The privilege of the floor was not opened during tonight's meeting.

MOTION TO ADJOURN the meeting was made by Millard Wilkinson and seconded by Cecilia Kuns at 7:48 p.m. There was no further discussion at this time. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS ON DECEMBER 12, 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