

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
RE-ORGANIZATION MEETING OF BOARD OF TRUSTEES  
TUESDAY, JANUARY 9, 2024

MEETING CALLED TO ORDER by Board President Nancy Grover at 5:05 p.m.

FLAG SALUTE

SWEARING IN Of Re-Appointed Board Member: Mary Kristen Albertson

Oath of Office Administered by Mayor Rick Miller.

Mary Kristen Albertson – Five Year Term 1/1/2024 to 12/31/2028

ACKNOWLEDGMENT of Existing Board Members:

Nancy Grover	12/31/2027
Millard Wilkinson, Jr.	12/31/2024
Corinne Dowdell	12/31/2025
Deanna Schuenemann	12/31/2026
Cecilia Kuns	12/31/2024
Rick Miller	Serves by virtue as Mayor of Berlin Borough
Dr. Brenda Harring	Serves by virtue as Superintendent (Interim) of BCS

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 (Not Present), Mayor Rick Miller (Present), BCS Alternate Shaitra Flores (Present)

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

APPROVAL OF MINUTES FOR BOARD MEETING HELD DECEMBER 12, 2023: Motion to approve the DECEMBER 12, 2023 minutes distributed via email made by Deanna Schuenemann and seconded by Millard Wilkinson. Rick Miller and Corinne Dowdell will abstain from the roll call vote as they were not present at last month's meeting. All in favor, motion approved.

INTRODUCTIONS: Welcome, Nominations & Election of Trustee Officers for 2024.  
Nomination Committee Report – Nancy Grover (Board Officers hold office for one year)

Board President: Nancy Grover  
Board Vice – President: Millard Wilkinson, Jr.  
Board Secretary: Mary Kristen Albertson  
Board Treasurer: Corinne Dowdell

Motion to approve the Board Officer nominations made by Rick Miller and seconded by Deanna Schuenemann. All in favor, motion approved.

REPORT OF THE FRIENDS: Nancy provided a brief update for the Friends. She said the next Friends' meeting will be held on Jan. 27<sup>th</sup>. They are seeking a new lead for the Mother's Day Tea and a new Treasurer as well.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: There are no members of the school advisory committee at tonight's meeting.

## **RESOLUTIONS:**

**RESOLUTION R-1-2024:** A resolution to establish regular meeting dates for the 2024 MFML Board of Trustees meetings on the second Tuesday of each month to be as follows, except for March which will be the third Tuesday.

January 9	July 9
February 13	August 13
March 19	September 10
April 9	October 8
May 14	November 12
June 11	December 10

Time: 7:00 p.m. Place: MFML

These meeting dates are subject to change based on the needs of the MFML and BOT per Nancy.

**RESOLUTION R-2-2024:** A resolution designating the Berlin Sun and the Camden Courier Post as the official newspapers for the Marie Fleche Memorial Library of Berlin for the year 2024.

**RESOLUTION R-3-2024:** A resolution authorizing the Director, President, or Treasurer to advertise, receive and open bids.

**RESOLUTION R-4-2024:** To appoint Berlin Borough's Risk Manager, Edgewood Associates of Berlin Borough, N.J. as Risk Management Consultants to comply with any requirements of the MEL/CCJIF Insurance Company as it applies to the MFML.

**RESOLUTION R-5-2024:** To appoint Ditmars, Perazza & Company of Westhampton, NJ as auditors for the MFML for the year 2024.

**RESOLUTION R-6-2024:** To confirm the regular library hours of operation for 2024:

- Tuesday – Thursday, 10 a.m. to 8 p.m.
- Monday & Friday, 10 a.m. to 5 p.m.
- Saturday, 11 a.m. to 2 p.m.
- Closed Saturdays in July and August
- Holidays as posted on the MFML website.
- To authorize changes in hours of Library operations during 2024 as recommended by the Director, approved by the action of the Board of Trustees, and posted on site and on the MFML website.

**RESOLUTION R-7-2024:** To adopt the MFML 2024 Cash Management Plan.

**RESOLUTION R-8-2024:** Authorization to adopt a budget for the year 2024.

**RESOLUTION R-9-2024:** Authorization to move \$50,000 from the Operating Account to the Capital Account.

**RESOLUTION R-10-2024:** To approve the salary increases for the staff members as recommended by the Library Trustees effective 1/1/2024.

Motion to adopt **Resolutions R-1-2024 to R-10-2024** made by Millard Wilkinson and seconded by Rick Miller. All in favor, motion approved.

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

MFML Operating/Checking Account: \$112,804.29  
MFML Payroll Account: \$6,492.31  
Capital Reserve Account: \$19,141.17  
Total: \$138,437.77

Corinne said we moved an additional \$2K to cover the employee payroll for last month. Outstanding checks for December total \$9,118.53. There was a brief discussion about the interest earned on our money market account. Motion to receive and approve the Treasurer's Report made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

**FINANCIAL REPORT:** Director, Christine Flynn (Please see Attachment B): Dec. 2023

Receipts for December 2023: \$25,184.19  
Disbursements for December 2023: \$9,079.61  
Total YTD Budget Expenses: \$447,358.49

The monthly expenses are our normal expenses. The second sheet of the report shows where we are with the budget for the year. A portion of this money will be moved to our capital account. Motion to approve the Director's Financial Report made by Corinne Dowdell and seconded by Mary Kristen Albertson. All in favor, motion approved.

**DIRECTOR'S REPORT & COMMITTEE REPORTS:** Director Flynn

**Building and Grounds Committee:** The new door has been installed and DPW will paint the door. It is custom-made and it is much more energy efficient. There was conversation about possibly adding a mechanism that will close the door slowly. Christine provided an update on renovations in the Children's Room. We approved the cost for the new shelving and end panels at our last meeting, and this will take between 12 and 14 weeks to arrive. DPW will help with the shelves and painting in that room. The installation of the new carpet will be coordinated around the arrival of the shelves. The room divider will take about 7 to 9 weeks to be fabricated and then installed.

**Finance Committee:** Capital Reserve Account – We are rolling over money to help with the expenses for the renovations to the Children's Room.

**Policy Committee** – The board discussed the revisions to the library's *Rules of Conduct* policy. There is one homeless person who is using the library as a shelter. She is disruptive and the staff feels uncomfortable so she will no longer be allowed in the library. Director Flynn will contact the Berlin police to manage the situation and escort her off the property if necessary. The rules will also be updated to state that patrons will be limited to 3 hours per day in the library.

**Old Business:** There is no old business to discuss at tonight's meeting.

**New Business:** 2024 Committee Appointments by the Board President will be put on hold for this meeting.

Shaitra provided a brief update for BCS. School closed at 5 p.m. today for the weather. They are implementing different tiered levels of learning for at risk learners. The eighth grade is getting ready for their upcoming series of activities and also linking up with Eastern Regional High School for orientation and course selection.

**Privilege of the Floor:** There are no members of the public present at tonight's meeting.

Motion to Adjourn the meeting was made by Corinne Dowdell and seconded by Mary Kristen Albertson at 5:35 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON  
**TUESDAY, FEBRUARY 13, 2024 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  
Board Secretary