

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MEETING OF BOARD OF TRUSTEES
TUESDAY, MARCH 19, 2024

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:01 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), BCS Alternate Shaitra Flores (Present)

ALSO, PRESENT: Library Director Christine Flynn

APPROVAL OF MINUTES FOR BOARD MEETING HELD FEBRUARY 13, 2024: Motion to approve the February 13, 2024 minutes distributed via email made by Millard Wilkinson and seconded by Corinne Dowdell. All in favor, motion approved.

REPORT OF THE FRIENDS: Gail is not present, but there is nothing new to report. They are going to have a meeting this Saturday at 11 a.m. to further discuss and plan for the Mother's Day Tea.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Shaitra said BCS's two-year construction project is underway with work being performed at night and on weekends. Field trips and 8th Grade activities are set to begin. The eighth graders also recently met with counselors from Eastern Regional High School to select their courses for next year. The fourth marking period starts next week.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): Feb. 2024
MFML Operating/Checking Account: \$59,185.98
MFML Payroll Account: \$12,211.27
Capital Reserve Account: \$69,146.09
Total: \$140,543.34

We have outstanding checks in the amount of \$10,672.97. There were three payrolls last month. Motion to receive and approve the Treasurer's Report made by Mary Kristen Albertson and seconded by Celia Kuns. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Feb. 2024
Receipts for Feb. 2024: \$27,886.65
Disbursements for Feb. 2024: \$10,454.70
Total YTD Budget Expenses: \$12,906.63

Wholesale Window Fashions is the deposit for our window treatments. Library Development Solutions is the second payment for our strategic plan analysis, while Book Systems is our annual renewal for our OPAC and online computer access. Motion to approve the Director's Financial Report made by Corinne Dowdell and seconded by Millard Wilkinson. All in favor, motion approved.

DIRECTOR'S REPORT & COMMITTEE REPORTS: Director Flynn

Building and Grounds Committee

Update on Children's Room Renovations – The new room divider for the Children's Room has arrived and it will be installed on Friday. We have a remaining balance of \$6,400 for the divider. The new shelving is expected in April.

Window treatments – The window treatments have been ordered and they are set to arrive within four to six weeks.

Public Works painted the front door to match the style of the library.

Old Business: The annual audit of the library has been completed and the final report will be sent within the month. There were no findings except there may be an opportunity for improvement when it comes to our use of QuickBooks. The auditor would like to meet with the Director and the Treasurer to review this recommendation.

Strategic Plan – Library Development Solutions (LDS) is in the process of adding the revisions that the director and board submitted. LDS will be providing a draft soon. There will be two parts of the plan. One part will be an overview with pictures that will be posted on our website, while the other part will be the detailed plan for the Board.

New Business: The state library administration will be holding a Zoom meeting for new library trustees on Saturday from 9 a.m. to 4 p.m. Invitations to this meeting will be sent via email.

Mary Kristen brought up that Financial Disclosure Statements (FDS) will be due soon. FDS should be filed by each board member by mid-April. Christine will follow up with the Borough to ensure the trustees receive their emails with their IDs and passwords.

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 Millard Wilkinson at 7:18 p.m. Hearing no further questions or discussion, all in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON
TUESDAY, APRIL 9, 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