

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MEETING OF BOARD OF TRUSTEES  
TUESDAY, MAY 14, 2024

MEETING CALLED TO ORDER by Board President Nancy Grover at 6:59 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 and library staff Betty Velie, Alice Malloy from OLMC and Gail Mottershead from the Friends of the MFML

APPROVAL OF MINUTES FOR BOARD MEETING HELD APRIL 9, 2024: Motion to approve the APRIL 9, 2024 minutes distributed via email made by Corinne Dowdell and seconded by Celia Kuns. All in favor, motion approved.

REPORT OF THE FRIENDS: The Mother's Day Tea was held last weekend, and it exceeded all expectations. The Friends really appreciated the student volunteers from Eastern and BCS; everyone pitched in and did a tremendous job. The Tea raised almost \$1100 and \$186 in tickets were sold during the tea for the raffle basket. The summer-themed raffle basket raised \$321 in total. Kathy Wahl won the basket, and she was actually present at the Tea.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice said OLMC had students who participated in the All-South Jersey Elementary Honors Band on May 11th. Tomorrow is the Pre-K Adventure Day where kids who are registered for Kindergarten in the Fall get to visit the school and special activities are planned for them. The school's Spring Concert is this Friday, May 17<sup>th</sup>. The Dance for Education Dance-a-thon is on May 23<sup>rd</sup> while the Fun & Fitness Field Day is on May 24<sup>th</sup>. OLMC did not use any of their emergency closure days this year so students and staff get an extra day off after Memorial Day on May 28<sup>th</sup> and 8<sup>th</sup> Grade Graduation will be on June 12<sup>th</sup> followed by the last day of school on June 13<sup>th</sup>.

Shaitra provided the update for BCS. Several BCS students were inducted into the All-South Jersey Honors Band as well and the school's own Mr. Trout was the head conductor for the band. The boys' baseball team won the semi-finals and will move on to the finals. Shaitra applied for and received a Healing Project Grant which is aimed at helping families and students who are still struggling with the aftermath of the Pandemic. She listed the MFML and OLMC as community partners in the grant so she will keep everyone apprised of the status of the grant. They supply coaches for the schools, and other resources for the families. End of year activities are in full swing including the 8<sup>th</sup> Grade Dance which is May 23<sup>rd</sup>. The BCS Spring Concert is

tomorrow night. The spring musical is Mary Poppins Jr. with four performances this Thursday through Saturday. BCS's last day of school is June 14<sup>th</sup>.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): Apr. 2024  
MFML Operating/Checking Account: \$63,522.50  
MFML Payroll Account: \$7,329.40  
Capital Reserve Account: \$69,151.85  
Total: \$140,003.75

Corinne said we have outstanding checks in the amount of \$16,551.79 and that there is one deposit in transit. Motion to receive and approve the Treasurer's Report made by Mary Kristen Albertson and seconded by Millard Wilkinson. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Apr. 2024  
Receipts for Apr. 2024: \$27,923.15  
Disbursements for Mar. 2024: \$16,551.79  
Total YTD Budget Expenses: \$17,985.16

Additional funds were moved into the payroll account so that there is enough to cover an extra payroll if needed. We accepted our strategic plan so the the final installment of the bill to LDS was paid last month. Hoopla is for our e-books. The second page of the report shows where we are line by line. Motion to approve the Director's Financial Report made by Corinne Dowdell and seconded by Celia Kuns. All in favor, motion approved.

DIRECTOR'S REPORT & COMMITTEE REPORTS: Director Flynn

#### *Building and Grounds Committee*

Update on Children's Room Renovations – The Children's Room will be completed shortly. The books will be removed on Thursday and DPW will dismantle and remove the shelving on Friday. The Friends can use some of the shelving so it will be moved upstairs. Painting will start at the beginning of next week, while carpet installation will begin on Wednesday, and this should take about three days. The new shelving is coming in on the Wednesday after Memorial Day, and this will also take about three days to complete. Corinne suggested that BCS art students paint a mural in the Children's Room, but since there is not a space for that we discussed having a BCS art showcase in the Fall instead.

Personnel – One library employee, Annalisa got another full-time job, but Vicki Salvia will step into her position.

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

New Business: Corinne reviewed the results of the meeting with the auditor to discuss the Audit Report 2023. Last year, the auditor questioned the library's record-keeping. This year, he wrote a formal finding that we be tracking our deposits and transactions in QuickBooks. Corinne and Christine will be meeting with a small accounting firm on June 24<sup>th</sup> to address this finding. The firm will help bring us up to date on what we need to do, and we may contract them if needed.

Motion to accept the 2023 Audit Report made by Celia Kuns and seconded by Millard Wilkinson. All in favor, motion approved.

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 7:25 p.m. Hearing no further questions or discussion, all in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON  
**TUESDAY, JUNE 11, 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