

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MEETING OF BOARD OF TRUSTEES  
TUESDAY, JUNE 11, 2024

MEETING CALLED TO ORDER by Board President Nancy Grover at 7:02 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 (Present), Corinne Dowdell (Not Present), Cecilia Kuns (Present), Mayor Rick Miller (Not Present), BCS Alternate Shaitra Flores (Not Present)

ALSO, PRESENT: Library Director Christine Flynn; Alice Malloy from OLMC

APPROVAL OF MINUTES FOR BOARD MEETING HELD MAY 14, 2024: Motion to approve the MAY 14, 2024 minutes distributed via email made by Millard Wilkinson and seconded by Celia Kuns. All in favor, motion approved.

REPORT OF THE FRIENDS: There are no new Friends' activities at present. The Book 'N Bake Sale is at the end of September.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice provided the update for OLMC. This is the last week of school. Graduation activities began last week with their field trip, dance, and Buddy Picnic. Today is their retreat day, and tomorrow is their awards ceremony and graduation. Thursday is the last day of school. Art camp will be held next week and there will be a science/STEM camp held during the last week of June. There will be a new secretary and advancement director in the fall. Nancy provided a brief update for BCS. The 8<sup>th</sup> Graduation is on Thursday and Friday is the last day of school. Two students from BCS received awards from the GBBPA.

TREASURER'S REPORT: Corinne Dowdell, Treasurer: May 2024

Since the Treasurer was not present at the meeting, Christine did not present the May Treasurer's Report as the Director's Account does not reflect the transfer of \$55K to cover capital expenses in the Children's Room. Christine will ask Corinne to have a corrected copy for the August Board meeting. This was tabled until our next meeting in August.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment A): May 2024  
Receipts for May 2024: \$27,823.40  
Disbursements for May 2024: \$57,838.86  
Total YTD Budget Expenses: \$58,824.29

The two biggest expenses are Creative Library Concepts, which is for our new shelving, and Mediatechnologies LLC, which is for the end caps for the shelves. Wayne Moving & Storage of NJ is the company that removed all the books and stored them for a month. These expenses are all capital expenditures for improvements in the Children's Room. Christine is only waiting for the bill for the new carpeting and installation. The Capital One Expense was also high last month because it was for the materials for the Summer Reading Program. Motion to approve the Director's Financial Report made by Deanna Schuenemann 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 Children's Room is completed, and it looks bright and fresh. We have received a lot of positive feedback from patrons.

The Summer Reading Program will start the week of June 24<sup>th</sup>. There are a lot of programs and crafts planned and it will run until August.

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

New Business: The director presented the following items.

Closing Days – There are five Saturdays in June so the library will be closed on the last Saturday, June 29<sup>th</sup>. The library will be closed all Saturdays in July and August. The Director also requested that the library be closed on Friday, July 5<sup>th</sup> following the Fourth of July holiday. This closure will be announced with postings on the library's bulletin board and on the MFML website.

Trustee Meetings – There will be no trustee meetings held in July or September. Our next meeting dates will be August 13<sup>th</sup> and October 8<sup>th</sup>.

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

Motion to Adjourn the meeting was made by Mary Kristen Albertson and seconded by Millard Wilkinson at 7:21 p.m. Hearing no further questions or discussion, all in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON  
TUESDAY, AUGUST 13<sup>TH</sup> 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

Attachment A

## May Bill List

**Receipts**

Taxes	\$27,619.75
Fines	\$16.00
Fees	\$147.65
Non-Resident	\$40.00
<b>Total</b>	<b>\$27,823.40</b>

**Payroll**

5/1/2024 payroll	\$6,315.06
5/15/2024 payroll	\$6,379.40
5/29/2024 payroll	\$6,312.89
	<b>\$19,007.35</b>

**Electronic**

**Payments**

5/31/2024 South Jersey Gas - hotel	\$114.50
5/31/2024 South Jersey Gas - library	\$158.23
5/31/2024 Atlantic City Electric - library	\$211.78
5/31/2024 Atlantic City Electric -hotel	\$215.93
5/15/2024 Comcast	\$284.99
	<b>\$985.43</b>

**Approval**

4332 Creative Library Concepts	\$28,527.83
4333 Mediatechnologies, LLC	\$19,696.44
4334 Baker & Taylor	\$635.98
4335 Hutchinson Plumbing	\$395.00
4336 Brainfuse	\$900.00
4337 Jan-Pro Franchise	\$491.73
4338 Berlin Boro - water-sewer	\$202.60
4339 Amazon Capital Services	\$39.91
4340 Comcast	\$181.80
4341 C. Flynn (CapitalOne reimbursement)	\$1,059.57
4342 Wayne Moving & Storage of NJ	\$5,708.00
<b>Total</b>	<b>\$57,838.86</b>

**Amazon**

DVDs	\$113.48
<b>Total</b>	<b>\$113.48</b>

**Capital One**

Programs	\$749.16
Bldgs & Grnds	131.92
Office supplies	30.28
Amazon prime	148.21
<b>Total</b>	<b>\$1,059.57</b>

**Total April** **\$58,824.29**

**Marie Fleche Memorial Library**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Apr 2024		May 2024		Total	
	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>						
Budget Revenues					0.00	0.00
Borough of Berlin Municipal Appropriation	27,619.75	27,619.75	27,619.75	27,619.75	138,096.75	331,437.00
Fees	238.40	166.67	147.65	166.67	1,017.70	2,000.00
Fines and Lost Cards	5.00	41.67	16.00	41.67	98.25	500.00
Miscellaneous		8.33		8.33	2,364.00	100.00
Non Resident Fees	60.00	33.33	40.00	33.33	350.00	400.00
Refunds					908.42	0.00
State Library Aid		341.67		341.67	0.00	4,100.00
<b>Total Budget Revenues</b>	<b>\$ 27,923.15</b>	<b>\$ 28,211.42</b>	<b>\$ 27,823.40</b>	<b>\$ 28,211.42</b>	<b>\$ 142,837.12</b>	<b>\$ 338,537.00</b>
<b>Total Income</b>	<b>\$ 27,923.15</b>	<b>\$ 28,211.42</b>	<b>\$ 27,823.40</b>	<b>\$ 28,211.42</b>	<b>\$ 142,837.12</b>	<b>\$ 338,537.00</b>
<b>Gross Profit</b>	<b>\$ 27,923.15</b>	<b>\$ 28,211.42</b>	<b>\$ 27,823.40</b>	<b>\$ 28,211.42</b>	<b>\$ 142,837.12</b>	<b>\$ 338,537.00</b>
<b>Expenses</b>						
Budget Expenditures					0.00	0.00
1000 - Library Materials					0.00	0.00
1001 - Books	631.29	833.33	635.98	833.33	3,044.71	10,000.00
1002 - Computer/Readable Material	2,000.00	416.67		416.67	2,000.00	5,000.00
1003 - Audio Visual	113.48	166.67	39.91	166.67	507.76	2,000.00
1004 - Subscriptions	150.00	458.33	1,048.21	458.33	1,498.21	5,500.00
<b>Total 1000 - Library Materials</b>	<b>\$ 2,894.77</b>	<b>\$ 1,875.00</b>	<b>\$ 1,724.10</b>	<b>\$ 1,875.00</b>	<b>\$ 7,050.68</b>	<b>\$ 22,500.00</b>
2000 - Programs	79.98	375.00	749.16	375.00	1,292.67	4,500.00
3000 - Salaries and Benefits					0.00	0.00
3001 - Salaries	11,539.80	13,333.33	17,530.70	13,333.33	63,771.90	160,000.00
3002 - Health Benefits	4,739.51	1,583.33		1,583.33	4,739.51	19,000.00
3003 - FICA	911.48	1,083.33	1,384.11	1,083.33	5,036.30	13,000.00
3004 - Unemployment Taxes	122.04	141.67	153.84	141.67	645.78	1,700.00
<b>Total 3000 - Salaries and Benefits</b>	<b>\$ 17,312.83</b>	<b>\$ 16,141.66</b>	<b>\$ 19,068.65</b>	<b>\$ 16,141.66</b>	<b>\$ 74,193.49</b>	<b>\$ 193,700.00</b>
4000 - General Expenses					0.00	0.00
4001 - Telecommunications	466.89	541.67	466.79	541.67	2,028.48	6,500.00
4003 - Library Supplies		125.00		125.00	257.22	1,500.00
4004 - Office Supplies	26.74	291.67	30.28	291.67	457.21	3,500.00
4006 - Professional Development		83.33		83.33	0.00	1,000.00
4008 - Professional Services	5,666.00	958.33		958.33	11,452.00	11,500.00
4009 - Auditor		375.00		375.00	4,400.00	4,500.00
4011 - Attorney		62.50		62.50	0.00	750.00
4012 - Payroll Services	176.18	208.33	176.18	208.33	1,091.39	2,500.00
<b>Total 4008 - Professional Services</b>	<b>\$ 5,842.18</b>	<b>\$ 1,604.16</b>	<b>\$ 176.18</b>	<b>\$ 1,604.16</b>	<b>\$ 16,943.39</b>	<b>\$ 19,250.00</b>
4015 - Furniture and Equipment		125.00		125.00	0.00	1,500.00
4017 - Utilities	1,148.28	1,333.33	903.04	1,333.33	6,822.36	16,000.00
4019 - Building and Ground Maintenance	2,432.23	833.33	1,018.65	833.33	6,698.65	10,000.00
4020 - Miscellaneous		333.33		333.33	1,022.90	4,000.00
4021 - Computer Expense & Maintenance	530.76	416.67		416.67	4,122.87	5,000.00
5000 - Capital Improvements		4,132.25	53,932.27	4,132.25	70,544.27	49,587.00
<b>Total 4000 - General Expenses</b>	<b>\$ 10,447.08</b>	<b>\$ 9,819.74</b>	<b>\$ 56,527.21</b>	<b>\$ 9,819.74</b>	<b>\$ 108,897.35</b>	<b>\$ 117,837.00</b>
<b>Total Budget Expenditures</b>	<b>\$ 30,734.66</b>	<b>\$ 28,211.40</b>	<b>\$ 78,069.12</b>	<b>\$ 28,211.40</b>	<b>\$ 191,434.19</b>	<b>\$ 338,537.00</b>
<b>Total Expenses</b>	<b>\$ 30,734.66</b>	<b>\$ 28,211.40</b>	<b>\$ 78,069.12</b>	<b>\$ 28,211.40</b>	<b>\$ 191,434.19</b>	<b>\$ 338,537.00</b>
<b>Net Operating Income</b>	<b>-\$ 2,811.51</b>	<b>\$ 0.02</b>	<b>-\$ 50,245.72</b>	<b>\$ 0.02</b>	<b>-\$ 48,597.07</b>	<b>\$ 0.00</b>
<b>Net Income</b>	<b>-\$ 2,811.51</b>	<b>\$ 0.02</b>	<b>-\$ 50,245.72</b>	<b>\$ 0.02</b>	<b>-\$ 48,597.07</b>	<b>\$ 0.00</b>