

MARIE FLECHE MEMORIAL LIBRARY  
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009  
MEETING OF BOARD OF TRUSTEES  
TUESDAY, AUGUST 13, 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 (Not Present), Deanna Schuenemann (Present), Corinne Dowdell (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 and Gail Mottershead from the Friends of the MFML

APPROVAL OF MINUTES FOR BOARD MEETING HELD JUNE 11, 2024: Motion to approve the JUNE 11, 2024 minutes distributed via email made by Deanna Schuenemann and seconded by Millard Wilkinson. All in favor, motion approved.

REPORT OF THE FRIENDS: Gail said that the Friends met and began planning for the Book 'N Bake Sale which will be held on September 28<sup>th</sup>. The new "Some of the Best of Berlin" raffle basket is being assembled and it includes gift cards from several local businesses so far. Gail and Nancy are going to the Berlin Mart to obtain more promotional items for the basket. Book donations for the sale are currently being accepted and this was published on the MFML website.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice said there is a pre-K and K summer camp running this week from 9 a.m. to 12 p.m. to help children acclimate to the school and schedule. There are a total of 41 kids in the camp. There is a parent orientation next week on August 21<sup>st</sup> and the first day of school this year is on September 3<sup>rd</sup>. Enrollment is on track with 148 in K to 8 and 47 in pre-K. The school is still in need of a part-time math teacher.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): June & July 2024

MFML Operating/Checking Account: \$71,462.96  
MFML Payroll Account: \$6,585.71  
Capital Reserve Account: \$14,156.41  
Total: \$92,205.08

Corinne started her report by noting a few bank reconciliation items. There was one check that was not cleared, and a minor discrepancy on one of the checks in the June report. Also in June, there was a transfer of \$55K from the capital account to the director's account, which covered

the cost of the renovations in the Children's Room. Motion to approve the Treasurer's Report made by Deanna Schuenemann and seconded by Celia Kuns. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): June & July 2024

Receipts for Jul. 2024: \$

Disbursements for Jul. 2024: \$

Total YTD Budget Expenses: \$

Christine provided the board with copies of June and July bill lists. The approval for the cost of new carpeting in the Children's Room is in June, as well as the pension and health insurance for the director. Our annual expense for periodicals was paid in July, along with the expense for Dovetail presentations which is for the magic show at the end of the summer reading program. The last page of the report is where we stand year-to-date, and all budget items are in line. 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

The Summer Reading Program went well this year. We had 5-6 performers, and attendance was good for all events. There were also some creative "crafternoon" activities for children aged 7 and above.

COMMITTEE REPORTS

Finance: **QuickBooks Proposal**

Christine handed out copies of the proposal to the board members. Corinne and Christine sat down with two different contractors that could help with the project to update QuickBooks, and the contractor that came in at a lower rate is the one they are recommending the board approves. One option (A) is to allow this contractor to reconcile the books every month, but this is not necessary as the director is comfortable with this process. The second option (B) is for the contractor to come in and clean it up so communication between the library's QuickBooks system and TD Bank online is established, which will make the process of entering checks and reconciling the accounts easier. He estimates this project will be between 5 to 10 hours of work with his hourly rate being \$150/hr. We could then use him as an independent contractor should any issues arise. The other contractor estimates 6 to 15 hours of work with her hourly rate being higher at \$200/hr. Motion to accept proposal B made by Millard Wilkinson and seconded by Celia Kuns. All in favor, motion approved. Corinne will put the director in touch with the contractor to get this process moving forward.

Old Business: **Trustee Meetings**

This is a reminder that there is no Trustee meeting in September. August turned out to be a busy vacation month so we may need to revisit the meeting schedule next summer. The board's next meeting is on October 8<sup>th</sup>.

New Business: There is no new business at tonight's meeting.

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 7:26 p.m. Hearing no further questions or discussion, all in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING WILL BE HELD ON  
TUESDAY, OCTOBER 8, 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