

MARIE FLECHE MEMORIAL LIBRARY
49 S. WHITE HORSE PIKE – BERLIN N.J. 08009
MEETING OF BOARD OF TRUSTEES
TUESDAY, MARCH 11, 2025

MEETING CALLED TO ORDER by Board President Mary Kristen Albertson at 7:03 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), Mary Kristen Albertson (Present), Deanna Schuenemann (Present), Corinne Dowdell (Present), Cecilia Kuns (Present), Mayor Rick Miller (Not Present), BCS (Permanent) Alternate Dr. Shaitra Flores (Not Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie, Gail Mottershead from the Friends of the MFML and Alice Malloy from OLMC

APPROVAL OF MINUTES FOR BOARD MEETING HELD JANUARY 12, 2025: Motion to approve the JANUARY 12, 2025 minutes distributed via email made by Corinne Dowdell and seconded by Nancy Grover. All in favor, motion approved.

REPORT OF THE FRIENDS: Gail said that the Friends' first event this year will be the Mother's Day Tea which will be held on Saturday, May 10th. A planning meeting for this event is coming up on March 22nd. Tickets for the new raffle basket are now available for purchase in the library. There was a discussion about the group and how to recruit new members to help with special events. Betty will post an advertisement, which will include Gail's email contact information, for the Friends on the library's website and Facebook page.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice provided the update for OLMC. She said enrollment is steady and that it is a quiet time during the third marking period. The boys' basketball team placed third in their league. Track season has begun, but they are still seeking a track they can use for practice. A toddler "March into Spring" art and music class is starting tomorrow and running through April 2nd. The school is also hosting an American Girl Tea Party on March 30th from 11 a.m. to 1 p.m.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A): Feb. 2025
MFML Operating/Checking Account: \$72,384.63
MFML Payroll Account: \$7,627.27
Capital Reserve Account: \$64,163.46
Total: \$144,175.36

It is a status quo and there are no outstanding checks per Corinne. Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report made by Nancy Grover and seconded by Celia Kuns. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B): Mar. 2025
Receipts for Mar. 2025: \$8,230.35
Disbursements for Mar. 2025: \$2,026.40

Christine mentioned that the expense for Demco is for the new tables and chairs in the Children's Room. The Book Systems expense is our annual renewal for our OPAC system. Collaborative Summer Library Program is an expense for our upcoming summer reading program. In February, the Demco expense is for the new book trucks as our old ones needed to be replaced. Motion to approve the Director's Financial Report made by Deanna Schuenemann and seconded by Nancy Grover. All in favor, motion approved.

DIRECTOR'S REPORT: Director Flynn

Building and Grounds:

Earlier, we discussed the new tables and chairs in the Children's Room. Christine had the contractor come out to look at the area where we want to replace the flooring in the entryway and by the circulation desk. We would like to place luxury vinyl plank (LVP) flooring near the door and then transition to a darker carpeting in the circulation area. He also will figure out the transition area between the LVP and carpet. The Director will bring samples of the proposed new carpet for the Board to view and select. We will follow up and have an update on the window treatments for our next meeting.

Finance:

Copies of the 2024 Auditor's report summary were distributed to the board (see Attachment C). Corinne said that there were no findings, which means that there are no significant discrepancies and that we are complying with audit practices. The only issue is that we are still working on reconciliation for the Quick Books system. Our new auditor is efficient and last year's audit was completed ahead of schedule. Also, the cost for the audit was significantly lower than in past years.

Old Business: After speaking with Millard's friend, Nancy proposed that we hold the recognition for Millard on a Sunday or a Monday to accommodate their schedule. We will extend an invitation to Millard's family as well. The ceremony will be at 6 p.m. followed by the board meeting at 7 p.m. We came up with two possible dates: April 7th (first choice) and April 14th (second choice). Once we hear back from Millard's family, we will send out the date to the board and Betty will post the revised meeting date. The mayor will be invited as he is a board member.

New Business: Christine announced that she will be retiring at the end of May, and that she would be flexible about her last day to ensure the transition is smooth. There was discussion about her retirement and the requirements for the incoming director. During the discussion, Corinne mentioned that she was aware of a few potential candidates. More discussion then followed about the position and the board composition.

The conversation then turned to the library's garden and if it needs spring maintenance. The garden was thoroughly weeded at the end of the fall so we will keep an eye on its appearance. DPW oversees the grass and spring mulching.

Corinne inquired about the cleaning service as we discussed at last month's meeting. We will reach out to the contractor that the Borough uses to obtain a quote.

Privilege of the Floor: The privilege of the floor was not open during tonight's meeting.

The motion to adjourn the meeting was made by Corinne Dowdell and seconded by Nancy Grover at 8:10 p.m. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
TUESDAY, APRIL 8, 2025 AT 7:00 P.M. * Please note that this date may change due to the
recognition event – to be announced.

TRUSTEES: PLEASE CALL MARY KRISTEN ALBERTSON OR THE DIRECTOR TO
CONFIRM IF YOU WILL BE ATTENDING THE NEXT MEETING.

Respectfully submitted,

Shaitra Flores
Board Secretary