

MARIE FLECHE MEMORIAL LIBRARY
Meeting of the Board of Trustees
49 S. White Horse Pike, Berlin, N. J. 08009
May 13, 2025

MEETING CALLED TO ORDER by Board President Mary Kristen Albertson at 7:04 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 (Present), BCS (Permanent) Alternate Dr. Shaitra Flores (Present)

ALSO, PRESENT: Library Director Christine Flynn and library staff Betty Velie, Gail Mottershead from the Friends of the MFML, and Anne Marie Miller (substitute for Mayor Miller, sworn in tonight)

SWEARING IN OF ANNE MARIE MILLER: Sworn in by President Mary Kristen Albertson as a substitute for Mayor Rick Miller when he cannot attend meetings. The introduction of Anne Marie Miller was made by Mayor Rick Miller.

APPROVAL OF MINUTES FOR BOARD MEETING HELD APRIL 7, 2025: Motion to approve the April 7, 2025 minutes, distributed via email, made by Nancy Grover and seconded by Deanna Schuenemann. All in favor, motion approved.

REPORT OF THE FRIENDS: Gail said that the Mother's Day Tea, which was on Saturday, May 10th was sold out, and 60 people attended. Students from BCS and Eastern volunteered. It was very successful, and people especially loved the food choices. The next event will be in September (Book and Bake Sale). Tea made approximately \$1500, the basket made \$345, then supplies need to be deducted, so the totals are still being finalized. Fran and her group made crocheted favors and centerpieces.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: Alice did not attend the meeting due to a scheduling conflict.

REPORT OF BERLIN COMMUNITY SCHOOL: Shaitra provided the update for BCS. The boys baseball and girls softball seasons are both wrapping up. The NJHS induction was last night. Last week was the spring band concert at Eastern, and there was a nice turnout. BCS is still in the middle of NJSLA testing. 3rd, 4th, and 5th grade were last week, this week is 6th, 7th, and 8th grade, and next week is Science for 5th and 8th grades. The jazz band has their trip on Friday. It's field trip season, and all "moving up" ceremonies, as well as all 8th Grade activities (Promotion Ceremony, Dance, field trip, awards ceremonies) are coming up. Shaitra Flores is resigning from BCS and will no longer be the BCS representative, and she will keep the Board updated on who will be

taking her place as BCS representative. Her last day on the Board and at BCS will be June 30, 2025.

TREASURER'S REPORT: Corinne Dowdell, Treasurer (Please see Attachment A):
MFML Operating/Checking Account: \$78,933.94
MFML Payroll Account: \$13,916.34
Capital Reserve Account: \$64,168.82
Total: \$157,019.10

Outstanding checks per Corinne: \$4,563.51. Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report made by Shaitra Flores and seconded by Nancy Grover. All in favor, motion approved.

FINANCIAL REPORT: Director, Christine Flynn (Please see Attachment B):
Receipts for May 2025: \$31,044.74
Disbursements for May 2025: \$4,563.51

Christine stated that it was a fairly average month with mostly utilities and book costs. There will be a new museum pass being purchased for the Old Barracks up in Trenton. It will be replacing the National Liberty Museum pass which was not checked out very often. SAIL is the South Jersey Alliance of Independent Libraries group membership that the MFML is part of to connect with local libraries (\$50). Motion to approve the Director's Financial Report made by Deanna Schuenemann and seconded by Cecilia Kuns. All in favor, motion approved.

DIRECTOR'S REPORT: Director Flynn

Building and Grounds:

The quote for ripping out carpet, putting in new carpet, and installing planks is \$16,575, which is in line with this kind of service in this area. Samples arrived and were viewed by the Board. The goal was to have the new flooring installed before the summer reading program, but we won't know officially until paperwork is submitted. Motion to approve the Building & Ground project with Metropolitan Carpet for flooring (carpet and LVP), not to exceed \$17,000, made by Nancy Grover and seconded by Corinne Dowdell. All in favor, motion approved.

The water fountain in the front is not working, so it will be replaced with a water fountain/water bottle refilling station combination. It will be approximately \$1,800 and done by All Out Plumbing.

Personnel:

The Personnel Committee interviewed for the Director position due to Christine Flynn's retirement. A new director candidate was chosen to be presented, Mary Kristen Albertson. Her employment, when approved, will begin June 2, 2025.

Mary Kristen Albertson will be resigning from the MFML Board and as Board President. Motion to accept Mary Kristen Albertson's resignation made by Mayor Rick Miller and seconded by Nancy Grover. All in favor, motion approved. The meeting was transferred to Board Vice President, Nancy Grover.

Motion made to make Mary Kristen Albertson the new Director of the Marie Fleche Memorial Library, effective June 2, 2025, made by Corinne Dowdell and seconded by Nancy Grover. All in favor, motion approved.

Motion to make Corinne Dowdell the new MFML Board President made by Shaitra Flores and seconded by Nancy Grover. Corinne Dowdell accepted nomination for Board President. All in favor, motion approved.

A motion to make Cecilia Kuns the new MFML Board Treasurer was made by Corinne Dowdell and seconded by Shaitra Flores.

Corinne Dowdell suggested that Christine Flynn be brought onto the MFML Board as the non-resident member upon her retirement and finish Mary Kristen Albertson's unexpired term, and the Mayor and Council will approve the reorganization.

Christine also shared that an employee of the library, Vicki Salvia, expressed her desire to retire. Emily will come in to cover her Wednesday morning shift. The position will be posted for a part-time library assistant for the evenings, 4-8 pm, which will be a total of 12-14 hours/week. It will also include one Saturday per month for a total of 3.5 hours. Vicki will be leaving by June 30, 2025.

Corinne Dowdell suggested paying Mary Kristen Albertson for her training. Salary-wise, it comes to \$35/hr, and the director shared that the budget can absorb it as needed. Corinne Dowdell made a motion to pay the incoming director, Mary Kristen Albertson, her hourly rate for training effective May 5, 2025, and to end May 30, 2025, and it was seconded by Nancy Grover. All in favor, motion approved.

Corinne Dowdell also made a motion to put Christine Flynn on consult, at the same rate of \$35/hr, beginning June 2, 2025, and expiring June 2, 2026, and seconded by Mayor Rick Miller. All in favor, motion approved.

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 Deanna Schuenemann and seconded by Nancy Grover at 7:51 p.m. All in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
TUESDAY, JUNE 10, 2025 AT 7:00 P.M.**

**TRUSTEES: PLEASE CALL CORINNE DOWDELL OR THE DIRECTOR TO CONFIRM
IF YOU WILL BE ATTENDING THE NEXT MEETING.**

Respectfully submitted,

Shaitra Flores
Board Secretary