

MARIE FLECHE MEMORIAL LIBRARY
Meeting of the Board of Trustees
49 S. White Horse Pike, Berlin, N. J. 08009
August 5, 2025

MEETING CALLED TO ORDER by Board President Corrine Dowdell at 7:01 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: Corinne Dowdell (Present), Nancy Grover (Present), Deanna Schuenemann (Present), Cecilia Kuns (Present), Christine Flynn (present), Mayor Rick Miller (Absent), Anne Marie Miller - Alternate (Present)

ALSO, PRESENT: Library Director Mary Kristen Albertson, Alice Malloy, Gail Mottershead, and library staff Betty Velie

APPROVAL OF MINUTES FOR BOARD MEETING HELD June 10, 2025: Motion to approve the June 10, 2025 minutes, distributed via email, with the following change – Under the section Report of the MFML School Advisory Committee, add the name Our Lady of Mount Carmel - Motion made by Deanna Schuenemann and seconded by Nancy Grover. All in favor, motion approved.

REPORT OF THE FRIENDS: President of the Friends, Gail Mottershead reported on Mr. Softee event during the summer reading program. She announced a Friends meeting on August 13 and the book and bake sale on September 27. A new basket with lottery tickets is available now and will have the drawing at Berlin Borough Fall Fest.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS: OLMC highlighted enrollment information for the coming school year. Summer camp for registered Pre-K and K students the week of 8/19 – 8/22. There will be a parent orientation and ice cream social on 8/20. School opens on 9/2. OLMC is still looking for teachers and substitutes.

REPORT OF BERLIN COMMUNITY SCHOOL: New school superintendent will attend the October board meeting.

TREASURER'S REPORT: Cecilia Kuns, Treasurer (Please see Attachment A):
MFML Operating/Checking Account: \$87,098.54
MFML Payroll Account: \$8,147.80
Capital Reserve Account: \$64,176.91
Total: \$159,423.25

Outstanding checks: \$21,964.20 Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report made by Nancy Grover and seconded by Christine Flynn. All in favor, motion approved.

FINANCIAL REPORT: Director, Mary Kristen Albertson (Please see Attachment B):

Receipts for July 2025: \$32,413.40; Receipts for August 2025: \$32,238.62

Disbursements for July 2025: \$6,112.52; Disbursements for August 2025: \$24,667.40

The Director discussed the financial reports from July since there was no Board meeting in July as well as the August expenses. She highlighted several expenses: new carpet & floor installation; summer reading expenses for summer reading programs; several issues with HVAC system; miscellaneous expenses for the July 4th parade. Highlighted donations in memory of Wilkinson & Wallace. Motion to approve the Director's Financial Report made by Christine Flynn and seconded by Deanna Schuenemann. All in favor, motion approved.

DIRECTOR'S REPORT: Director Albertson

Building and Grounds:

The carpet and LVP planks have been installed. The library did not need to close as they were able to work around the construction. Metropolitan Carpet is looking into cleaning the older carpet. There was a brief discussion about why several carpet tiles are separating in some areas. Discussion about the gingerbread motifs on the top of hotel and how they may be replaced courtesy of a former board member. There was additional discussion about a painting to be donated to the library also courtesy of the former board member (Tina Hoffmann). There was further discussion about the historic nature of the Berlin hotel.

Community

Discussion of recognition for Mike Parks for his help during the 4th of July parade. The director by virtue of the fact that she knows him personally, will decide on an appropriate gift not to exceed \$50. This would be a one-time recognition for his initial hard work. Motion to approve made by Nancy Grover and seconded by Deanna Scheunenamm. All in favor, motion approved.

Programs

Summer reading program is doing extremely well. Excellent participation at many of the programs. Final programs coming during the rest of the month with the end of Summer Reading Party on August 19. Monthly library traffic increased from same time last year. 47 new patrons were added this summer both resident and nonresident. Potential program for soak up the last days of summer reading for kids – hot summer reads display.

Fall in Love – New program planned for the fall. Increase books in the romance genre, possibly have a local author program of romance writers. Brainstorm about programs for adults to bring them into the library.

Donations:

Donations for Wilkinson, Wallace & Lambert. How to spend the money. Tabled to New Business discussion

Painting – donations. Two families have donated paintings by local painter Ronald Stewart and a discussion followed on where to hang them, recognition of the donating families – Blaese and Larsen - and whether or not to invite them to the November Board meeting.

OLD BUSINESS

Shelving repair in the circulation room and the video room done by Creative Library Concepts at no charge to the library.

Garden update – Board president reiterated the importance of maintaining the garden and will follow-up with the Hoffmann’s.

NEW BUSINESS

Reinstatement of Committees as needed. Director serves on all committees.

Buildings & Grounds – Dowdell, Flynn, Grover

Finance – Kuns, Mayor Miller, Supt. Marcellus

Policy – Dowdell, Schuenemann, Kuns

Personnel- Dowdell, Grover, Flynn

Technology –Velie, Mayor Miller

Berlin Borough Fall Fest – October 11. The Library and Friends will have a table. Representatives from the library and Friends will be manning the table all day. Promotional and program material will be available. Friends will be selling tickets to the basket. Drawing will take place at the end of the day.

Library physical space. Discussion about rearranging areas of the library. Decision made to discuss this further with the Buildings & Grounds Committee. Tentative meeting scheduled for September.

PRIILEGE OF THE FLOOR: Motion to open the floor to the public was made by Nancy Grover and seconded by Cecilia Kuns. All in favor, motion approved.

Betty Velie discussed the position of the Lions Club Eye Glass donation box. Box was installed without notifying the library. The Board requested that in the future any installations or work done near the library be discussed beforehand with the Director. The Board asked if the box could be moved as it was too close to the back door and was mistaken for the library book drop. Anne Marie Miller agreed to discuss this with DPW and Councilman Badalato to see if they would move it to a better location of the library’s choosing.

Motion to close the privilege of the floor made by Deanna Schuenemann and seconded Christine Flynn. All in favor, motion approved.

The motion to adjourn the meeting was made by Nancy Grover and seconded by Christine Flynn at 8:11 p.m. All in favor, motion approved.

**OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
TUESDAY, October 14, 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,

Christine Flynn
Board Secretary