

**MARIE FLECHE MEMORIAL LIBRARY**  
**Meeting of the Board of Trustees**  
**49 S. White Horse Pike, Berlin, N. J. 08009**  
**October 14, 2025**

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

**Swearing In of BCS Alternate** Julie Crossan by Board President, Corinne Dowdell

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

**APPROVAL OF MINUTES** of the August 2025 Board Meeting: Motion to approve the August 5, 2025 minutes distributed via email. Motion made by Deanna Schuenemann and seconded by Cecilia Kuns. All in favor, motion approved.

**REPORT OF THE FRIENDS:** President of the Friends, Gail Mottershead reported the success of the Book & Bake sale, and Berlin Fall Fest. The lottery ticket basket was won by Nancy Grover and ticket sales were excellent. The Friends will be providing refreshments for the Fall In Love With Romance author event scheduled at the library on October 28. She also mentioned briefly some ideas for kids' event in the winter, e.g. candy bar bingo.

**REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS:**

OLMC - reported on enrollment data – 163 K-8 (above budget, 38 Pre-K (below budget). Highlighted some upcoming events: mommy and me toddler class, Trunk or Treat, Halloween parades and parties, designer bag bingo and basket auction. Win Big tickets are now on sale and the drawing is December 6<sup>th</sup>.

BCS - Briefly discussed new testing requirements by the state.

**TREASURER'S REPORT:** Cecilia Kuns, Treasurer (Please see Attachment A):  
MFML Operating/Checking Account: \$97,963.89  
MFML Payroll Account: \$7,531.08  
Capital Reserve Account: \$64,182.28  
Total: \$169,677.25

Outstanding checks: \$22,497.07 Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report made by Christine Flynn and seconded by Nancy Grover. All in favor, motion approved.

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

Receipts for September 2025: \$31,184.82; Receipts for October 2025: \$36,392.81  
Disbursements for September 2025: \$7,350.01; Disbursements for October 2025:  
\$18,461.67

The Director discussed the financial reports from September since there was no Board meeting in September as well as the October report. She highlighted several expenses: \$5,000 for Midwest Tape and the Directors health and pension expenses. She also highlighted additional donations. There was a brief discussion about the refund for overpayment of the state UE liability. A consultant is coming within a few weeks to help solve this problem. State budget allocation for 2026 is \$404,389, a 9.59% increase. The director's pension invoice came in too late to be included in the report distributed at the meeting but she will pay this invoice, \$1,733.45, and correct the October report to reflect this addition. Motion to approve the Director's Financial Report, with the added invoice, made by Nancy Grover and seconded by Deanna Schuenemann. All in favor, motion approved.

**DIRECTOR'S REPORT:** Director Albertson

*Building and Grounds:*

Hotel Acroteria – New gingerbread motifs will be replaced on the hotel sometime in the spring. This was approved by Berlin Borough Council.

Committee report – Buildings & Grounds Committee met in early September to discuss shifting books and DVDs. Preliminary recommendation was to move the DVDs from their current location into the Circulation area and move the YA books currently located in the Circulation area to the DVD room to create young adult/teen reading area. Possibly have some programs geared to teens. Additional topics included weeding and moving some of the adult collection around to create a section for Romance novels. Another meeting will be convened in the future to discuss what to do with the old lobby area.

Community – Fall Fest went very well. Promoted library services and new programs. Brief discussion about payment methods during Fall Fest in lieu of cash. No library card sign-up during but Fall Fest but we may be able to do it through BCS during one of their special events, e.g. Scholastic book Fair. J. Crossan will follow-up.

Programs

Highlighted several new programs - Fall in Love With Romance, Come-A Stitchin. Also mention library can potentially be used for private meetings. The age was lowered for Story Hour to 2 ½ years old. There has been a decline in pre-school children attending library story time as many Berlin children are attending the BCS pre-school full-time program. Julie mentioned bringing the library to the school for special programs. She will coordinate with BCS.

## **OLD BUSINESS**

Proposed Committees – The Director serves on all committees

Finance – Corinne, Ceil, Rick/Anne Marie

Personnel - Corinne, Christine, Rick/Anne Marie

Buildings & Grounds – Corinne, Nancy, Christine

Policy – Corinne, Ceil, Deanna

Community Outreach – Corinne, Rick/Anne Miller, Julie/ Jack

Technology - Betty, Rick/Anne Marie, Christine

Training – The Director reiterated the importance of Trustee training. Must have 7 hours in total for the year. Suggestions were offered for how to find webinars and/or meetings to attend.

### **NEW BUSINESS**

Rules of Conduct – Provided updated/revised policy for Board to review. Concern about unauthorized access to upstairs. Looking into adding motion detectors that chime for certain areas. Concern about homeless individuals and their behavior which may have impact on staff and patrons. A further discussion ensued on what is legally happening elsewhere in the library world and how that may impact how our library wants to handle these issues. Suggestion to post clear policies where very visible. Board will review the revised/updated policies and vote on acceptance at the next Board meeting. Suggestion made to make sure policies are clearly posted and very readable for the public.

Garden Maintenance - Clean-up and maintenance will be provided by Berlin DPW going forward. Library will work closely with DPW to coordinate the garden maintenance.

HPC Artwork Brochure – Historical Preservation Commission will put together a brochure about the art works in the library. We will have final approval about the brochure before publication. Ronald Stewart painting will be dedicated at the November meeting and the Blaese family will be invited to attend the meeting.

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

Betty Velie – Announced her retirement at the end of the year. She will work with the Director on a job description, and the personnel committee will be meeting immediately to discuss the open position. Betty has offered to consult and provide training to the new employee as necessary. She then discussed additional technology concerns and issues of immediate concern.

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

**Motion to adjourn** the meeting was made by Cecilia Kuns and seconded by Nancy Grover at 8:11 p.m. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR  
**WEDNESDAY November 12, 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