

MARIE FLECHE MEMORIAL LIBRARY
Meeting of the Board of Trustees
49 S. White Horse Pike, Berlin, N. J. 08009
November 15, 2025

MEETING CALLED TO ORDER by Board President Corrine Dowdell 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: Corinne Dowdell (Present), Nancy Grover (Present), Deanna Schuenemann (Present 7:30pm), Cecilia Kuns (Present), Christine Flynn (present), Mayor Rick Miller (Present), Anne Marie Miller - Alternate (Absent), Julie Crossan - Alternate (Absent)

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

PRESENTATION: Acknowledgment of the *Home of John J. Blaese* painting donated by Teresa and James Hiteshew. Joe and Christine Blaese were in attendance for the dedication of their family painting, which has been hung along with two other Ronald Stewart paintings in the main library reading room. Corinne thanked the family for this special gift that the Berlin community will enjoy for many years to come.

APPROVAL OF MINUTES of the October 2025 Board Meeting: Motion to approve the October 14, 2025 minutes distributed via email. Motion made by Christine Flynn and seconded by Nancy Grover. All in favor, motion approved, Mayor abstained from the RCV.

REPORT OF THE FRIENDS: President of the Friends, Gail Mottershead said the Friends are looking for suggestions as to how to spend some of the money they have raised. The lottery ticket basket was won by Nancy Grover and ticket sales were excellent. The Friends are having a luncheon on December 6 at the Avenue.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS:

OLMC - Alice Malloy reported that enrollment was steady and there is an increasing interest in Pre-K. Boys & girls' basketball is beginning, and also starting is a cheerleading group. Upcoming events include their Christmas show, choir and hand bell concert, lessons and carols, student council installation, Thanksgiving brunch, and a food collection for St. Vincent DePaul Food Pantry. Win Big ticket sales are underway for this major fundraising event. Drawing is December 6.

TREASURER'S REPORT: Cecilia Kuns, Treasurer (Please see Attachment A):
MFML Operating/Checking Account: \$108,961.44
MFML Payroll Account: \$7,275.09
Capital Reserve Account: \$64,185.01

Total: \$180,421.54

Outstanding checks: \$3,916.99 Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report made by Nancy Grover and seconded by Mayor Miller. All in favor, motion approved.

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

Receipts for November 2025: \$30,989.23

Disbursements for November 2025: \$4,578.65

The Director reported that there were no unusual expenses this month just the regular operating expenses. Motion to approve the Director's Financial Report made by Nancy Grover and seconded by Cecilia Kuns. All in favor, motion approved.

DIRECTOR'S REPORT: Director Albertson

Building and Grounds:

Committee Meeting to discuss relocating sections of the collection moved to 2026. The Director reached out to the library security company about installing a burglar alarm. Mayor asked about possibly having an unmonitored system, e.g. a ring when the door is opened.

Community – BCS is having their Scholastic book Fair on December 6 and suggested the library attend. December 6 is the Annual Borough Tree Lighting and Library Open House. BCS band will perform in the library.

Programs

Fall Into Romance was a very successful program.

Personnel – Discussion about the Assistant Library Director position. Poor response to the posted position. Further discussion followed about how to reposition the job. Suggestions included focusing on highlighting the technology aspect, salary requirements, additional places to post rewritten position, does it need to be full-time, can aspects be outsourced, how to incorporate website design and social media into job position. Decision made to repost changing title of job and changing annual salary to hourly.

Pension – The library will enroll all part-time employees in the DCRP. The Borough CFO is assisting the director in implementing this program that is required by the state. The library will contribute 3% as required by the state and the 2026 budget will reflect this additional expense.

Technology – Betty Velie, staff technology expert, reviewed the discussion from the technology committee meeting in late October and the requirements needed to upgrade the library's computers. She was tasked with getting additional quotes for the Board meeting. Betty provided justification for the upgrades and how this process will proceed once the equipment is purchased. PC Pro Now, a local firm, provided the best price - \$8,000 for 12 PCs plus software, for this upgrade. Motion made to approve purchase of 12 PCs from PC Pro Now for \$8,000 by Christine Flynn and seconded by Nancy Grover. Betty also discussed the need for specific software reinstallation, e.g. EnvisionWare that will incur additional costs. Motion made to approve up to \$4,000 for reinstallation of software upgrades. Motion made by Mayor Miller and seconded by Nancy Grover. All in favor, motion approved

OLD BUSINESS

Rules of Conduct – Revised rules of conduct. Motion made to approved revised rules of conduct made by Christine Flynn and seconded by Cecilia Kuns. All in favor, motion approved.

NEW BUSINESS

Holiday Hours - The Board decided to close the library on the Saturday after Thanksgiving as well as December 26 & 27, 2025. Motion made by Mayor Miller and seconded by Corinne Dowdell

Meeting Board Time – Proposal to discuss moving the Board meeting to an earlier time to be discussed at next month’s Board meeting.

Motion to adjourn the meeting was made by Christine Flynn and seconded by Nancy Grover at 8:01 p.m. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
Tuesday, December 9, 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