

MARIE FLECHE MEMORIAL LIBRARY
Meeting of the Board of Trustees
49 S. White Horse Pike, Berlin, N. J. 08009
December 9, 2025

MEETING CALLED TO ORDER by Board President Corrine Dowdell at 5:32 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 (Absent), Cecilia Kuns (Present), Christine Flynn (present), Mayor Rick Miller (Present), Anne Marie Miller - Alternate (Absent), Julie Crossan - Alternate (Present)

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

APPROVAL OF MINUTES of the November 2025 Board Meeting: Motion to approve the November 12, 2025 minutes distributed via email. Motion made by Cecilia Kuns and seconded by Mayor Miller. All in favor, motion approved.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS:

OLMC - Alice Malloy reported that enrollment was steady. Highlighted several Christmas activities coming this month, e.g. Christmas pageant, band concert, PJ day for CHOP, sock snowball fight, and toy drive. December 19th is last day and school resumes on January 5, 2026.

TREASURER'S REPORT: Cecilia Kuns, Treasurer (Please see Attachment A):

MFML Operating/Checking Account: \$113,813.58

MFML Payroll Account: \$7,028.56

Capital Reserve Account: \$64,187.65

Total: \$186,029.79

Brief discussion about Capital Account amount. The amount was added incorrectly; the correct number was presented. Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report with corrections, 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 November 2025: \$31,326.73

Disbursements for November 2025: \$13,074.67

Mentioned additional donations in memory of A. Wallace. Director highlighted the computer expenses which has been approved at the November board meeting. Explained additional assistance from Ryan at A&R to help with QuickBooks. 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

Finance

Discussion about monthly/annual budget report for review. Provided preliminary review of the 2026 budget with new allocation from the state.

Discussion about Friends contribution to library expenses. Examples discussed are window coverings for several windows, new furniture for assistant director office. Brief discussion about moving offices for several staff members.

Auditor: Approval to appoint Ditmars, Perazza & Company as auditor for 2026. Motion made by Christine Flynn and seconded by Nancy Grover. All in favor, motion approved.

Building and Grounds:

Johnson Controls will provide estimate to install sensors on three doors in the library – 2 in children's room and one on the main library front door. Sensors will provide slight beep at main panel when doors are opened. Estimate for a panic button will be included as well.

Community Affairs – Scholastic Book Fair at BCS was very successful. Open House at the library during the Borough Tree Lighting went very well.

Personnel – Director introduced new Assistant Library Director, Denise Nissley who previously had the evening position at the library. Posted her replacement position for 3 evenings a week from 4-8pm and 1 Saturday a month. Several resumes have come in and interviews will be conducted as soon as possible in hope of new person being able to start beginning in January.

Vacation for part-time employees: Personnel committee meeting to be held as soon as possible to discuss vacation allotment and salary increases for 2026.

OLD BUSINESS

Board meeting time change - Motion to move monthly board meeting to 5:00 pm made by Mayor Miller and seconded by Nancy Grover. All in favor, motion approved.

NEW BUSINESS

Recognition – Courier Post - \$50; Saturday volunteers - \$25; Lunch for DWP – date and time to be coordinated with DWP.

Borough Christmas party 12/19 at noon. Staff and trustees invited. Borough Reorganization meeting January 6, 6:30PM

Mayor Miller briefly mentioned a potential playground behind the old post office that the Borough is looking into for 2026.

Technology Update - Betty Velie brought the trustees up-to-date on the status of the upgrades for all the new PCs. Overall everything is going very well. Anticipates everything complete by Thursday (12/11).

Motion to adjourn the meeting was made by Mayor Miller and seconded by Christine Flynn at 6:15p.m. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
Tuesday, January 13, 2026 AT 5:00 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