

MARIE FLECHE MEMORIAL LIBRARY
Meeting of the Board of Trustees
49 S. White Horse Pike, Berlin, N. J. 08009
January 13, 2026

MEETING CALLED TO ORDER by Board President Corinne Dowdell at 5:02 p.m.

FLAG SALUTE

Swearing In of Re-Appointed Board Member: Corinne Dowdell

Oath of Office Administered by: Anne Marie Miller
Five-Year term 1/1/2025 – 12/31/2030

Acknowledgement of Existing Board Members:

Christine Flynn 12/31/2028
• filling unexpired term
Nancy Grover 12/31/2027
Cecilia Kuns 12/31/2029
Deanna Schuenemann 12/31/2026
Rick Miller Serves by virtue as Mayor of Berlin Borough
(Anne Marie Miller – Alternate for Mayor)
Dr. Jack Marcellus Serves by virtue as Superintendent of BCS
(Julie Crossan – Alternate for Superintendent)

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 (Absent), Anne Marie Miller - Alternate (Present), Julie Crossan - Alternate (Present)

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

APPROVAL OF MINUTES of the December 2025 Board Meeting: Motion to approve the December 9, 2025 minutes distributed via email. Motion made by Cecilia Kuns and seconded by Christine Flynn. All in favor, motion approved.

Introductions, Welcome, Nominations & Election of Trustee Officers for 2026.

Nominations Committee Report – Corinne Dowdell (Board Officers hold office for one year)

Board President: Corinne Dowdell
Board Vice-President: Nancy Grover
Board Secretary: Christine Flynn
Board Treasurer: Cecilia Kuns

Motion to Approve the nominations made by Cecilia Kuns and seconded by Nancy Grover. All in favor, motion approved.

REPORT OF THE FRIENDS – At the Friends meeting in December it was discussed how to spend some of the money the Friends have raised. One suggestion was to pay for new window treatments in the director’s new office, and the old lobby area. Another suggestion was updating the old sign in front of the original library building, and also funding some children’s activities this winter. It was agreed to fund these projects. The Friends will coordinate with the director to implement these projects.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS:

OLMC - Alice Malloy reported that enrollment was steady. Boys and girls basketball seasons are underway, along with cheerleading. Upcoming events include: Catholic Schools Week, January 25-31 with various events taking place (book fair, grandparents’ reception, National Honor Society induction, and various other projects), Sweetheart Dance on 2/12, American Girl Doll Tea, 3/8, and beginning enrollment materials for next school year. Beginning in March, a toddler time for music and art begins on Tuesdays and is free and available to anyone.

BERLIN COMMUNITY SCHOOL- Julie Crossan discussed the curriculum and how BCS was out of compliance with the state in several areas and they are working towards correcting that deficiency. Also discussed was the new curriculum purchases for the next school year. She highlighted the February 9th In-Service Ed Camp day and how BCS would structure the program that day and potential speakers for the day. Discussed a new collaboration/partnership between Voorhees, Gibbsboro, Berlin schools and Eastern HS to better serve the students and faculty.

RESOLUTIONS

RESOLUTION R-1- 2026 A resolution to establish regular meeting dates for the 2026 MFML Board of Trustees meetings on the second Tuesday of each month to be as follows.

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

Time 5:00PM, Place MFML

Brief discussion about not having a board meeting in July and September. It was agreed that the Board will have 10 meetings in 2026. There will be no meeting in September, however the second cancelled board meeting will be determined at a later date.

RESOLUTION R-2- 2026 A resolution designating the Berlin Sun and the Camden Courier Post as the official newspapers for the Marie Fleche Memorial Library of Berlin for the year 2026.

RESOLUTION R-3- 2026 A resolution authorizing the Director, President, or Treasurer to advertise, receive and open bids.

RESOLUTION R-4- 2026 To appoint Berlin Borough’s Risk Manager, Edgewood Associates of Berlin Borough, N. J. as Risk Management Consultants to comply with any requirements of the MEL/CCJIF Insurance Company as it applies to the MFML.

RESOLUTION R-5 -2026 To confirm regular library hours of operation for 2026:

- Tuesday – Thursday - 10am to 8pm
- Monday & Friday– 10am to 5pm
- Saturday - 11am to 2pm
- Closed Saturdays - July and August
- Holidays: as posted on the MFML website
- To authorize changes in hours of Library operation during 2026 as recommended by the Director, approved by action of the Board of Trustees and posted on site and on MFML website.

RESOLUTION R-6-2026 To adopt the MFML 2026 Cash Management Plan (Only change was to delete Republic Bank as an authorized deposit institution since Republic Bank no longer exists)

RESOLUTION R-7-2026 Authorization to adopt a Budget for Year 2026 (Brief discussion about several line items, in particular salaries, benefits, and director’s tuition reimbursement)

RESOLUTION R-8-2026 Authorization to move \$50,000 from the Operating Account to the Capital Account (Brief discussion followed about the amount)

Motion to Adopt Resolutions R-1- 2026 TO R-8 -2026: was made by Christine Flynn and seconded by Nancy Grover. All in favor, motion approved.

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

MFML Operating/Checking Account: \$100,314.23

MFML Payroll Account: \$8,733.67

Capital Reserve Account: \$64,190.38

Total: \$173,238.28

Hearing no further discussion or questions, motion to receive and approve the Treasurer’s Report was made by Christine Flynn and seconded by Julie Crossan. All in favor, motion approved.

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

Receipts for December 2025: \$30,933.18

Disbursements for December 2025: \$28,220.55

Director highlighted several items on the disbursements. 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

-Auditor will conduct the 2025 audit mid to late February.

-Discussion about opening a Capital One Bank Performance 360 Savings account in order to deposit the library’s capital money reserves. Interest is considerably higher than what the library receives from our current TD Bank savings account. It was agreed to move the money.

Building and Grounds:

-Newly installed LVP flooring in the library entrance is separating. The Director has reached out to Metropolitan Carpet and they will correct the problem.

-The second floor of the library (hotel portion) had a leak. DPW determined it was mostly likely because of the flashing around the chimney. Anne Marie Miller mentioned that the historical

society had also inquired about the hotel roof and she has agreed to share with the library any information she has regarding a potential roof replacement and how it might be funded. In the meantime, the Director will coordinate with DPW and the roof inspector to evaluate what needs to be done to fix the leak.

-Wholesale Window Fashion will be coming this week to discuss the new window treatments.

This company did previous work in the library.

Personnel

-Director introduced new employee Hannah, who will work the evening shift and one Saturday per month.

-The Director will begin her MSLS program this semester.

-The Director will be participating in a joint conference with public and school libraries on February 17-19. She is on a panel - Under New Management: Tips and Tricks from the Newbies. She will decide what days to attend and if it's feasible to bring another staff member to the conference.

Technology

Training is underway. Before Betty Velie retired at the end of December she was beginning to train Denise Nissley, the new Assistant Director and technology specialist. However there have been many problems with the installation of Windows 11 and how some of the library software interfaces with the new Windows. Additionally the library needed to upgrade to a higher router because of additional usage in the area of the director's office. This has delayed training as the priority has been to fix the problems first. Betty will continue as a consultant to do additional training as necessary in 2026.

OLD BUSINESS

Nothing to report

CLOSED SESSION (6:01pm)

Motion to close meeting made by Christine Flynn and seconded by Anne Marie Miller. All in favor, motion passed.

RE-OPEN SESSION (6.26pm)

Motion to reopen closed session made by Julie Crossan and seconded by Christine Flynn. All in favor, motion approved.

Motion to adjourn the meeting was made by Christine Flynn and seconded by Anne Marie Miller at 6:30p.m. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
Tuesday, February 10, 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