

MARIE FLECHE MEMORIAL LIBRARY
Meeting of the Board of Trustees
49 S. White Horse Pike, Berlin, N. J. 08009
April 14, 2026

MEETING CALLED TO ORDER by Board President Corrine Dowdell at 5:03 p.m.

FLAG SALUTE

Sunshine Notice: Adequate notice of this meeting has been given in accordance with S4654/A5878 on the New Jersey Department of *State Statewide Legal Notices* webpage. This notice has also been posted on the Marie Fleche Memorial Library (MFML) website and bulletin board of the MFML, indicating the date, place and time of the 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, Gail Mottershead, Denise Nissley

APPROVAL OF MINUTES of the March Board Meeting: Motion to approve the March 2026 minutes distributed via email. Motion made by Anne Marie Miller and seconded by Julie Crossan. All in favor, motion approved.

REPORT OF THE FRIENDS – Friends president, Gail Mottershead, reported on the upcoming 7th annual Mother's Day Tea on Saturday May 9th. Volunteers have been assigned specific tasks. Ticket sales (\$30) have begun and are available at the library.

REPORT OF MFML SCHOOL ADVISORY COMMITTEE MEMBERS:

OLMC – Principal Alice Malloy reported enrollment has begun for the 2026-2027 school year. There are several upcoming events in May: First Communion, May 3; Confirmation, May 14; Spring Concert and Art Show, May 15; Dance for Education, May 21; Fun and Fitness Day, May 22; and various year-end class trips.

BERLIN COMMUNITY SCHOOL- Julie Crossan – Staff is involved with state test preparations. Superintendent has a meeting with Scholastic as he is thinking about doing a parent engagement piece where he would create a video about specific character traits, one for each month (10) and connect with books that would reflect these character traits. It was suggested that the library could work with the school regarding this program.

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

MFML Operating/Checking Account: \$69,062.38

MFML Payroll Account: \$7,693.61

Capital Reserve Account: \$114,203.16

Total: \$190,959.15

There was further discussion regarding establishing an enhanced savings account with CapitalOne. After additional research, it was determined that it would be very cumbersome to open a new CapitalOne account. The Treasurer researched other banking options, however, in the long run it made more sense to stay with our current bank, TD, but with a better savings rate

offered by the bank. Hearing no further discussion or questions, motion to receive and approve the Treasurer's Report was 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 January 2026: \$34,133.59

Disbursements for January 2026: \$21,013.70

The Director highlighted several items on the disbursements. Please Touch Museum is very popular and the Director will order a second library pass. 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

Buildings and Grounds

Following up on the HVAC repair and maintenance contracts with Hutchinson, the Director reached out to a local HVAC contractor recommended by the DPW. ThermaCool did a site visit and returned a proposal to repair the AC unit and provide an annual maintenance contract with the library's HVAC systems that was considerably lower than Hutchinson. Motion to approve canceling the maintenance contract with Hutchinson and accepting the new maintenance contract with ThermaCool was made by Nancy Grover and seconded by Christine Flynn. All in favor, motion approved. ThermaCool will repair the AC unit a considerably cheaper cost than Hutchinson.

Door repair estimates were received from Joe Chew and RGB Construction. RGB Construction determined that the front door did not need to be replaced but could be fixed so it closed securely. RGB did come out at a later date and fix the door at no charge. The estimate from RGB for the two doors in the children's room came in at \$9,868. Both doors would be Pella. The estimate from Joe Chew for the two doors was \$6,000. However, his estimate did not specify the door manufacturer. It was decided to hold off on selecting a contractor until the director contacted Joe Chew to find out what door manufacturer he would be using. The decision will be made at the May board meeting.

Building and Grounds Committee meeting will be scheduled before the May board meeting to discuss reconfiguring the media room, circulation area and the old lobby area to better reflect the library book and DVD collection.

Community Events/Programs

LEGO Club, third Saturday of the month.

Several events planned for National Library Week; read to bunnies, bilingual story hour, book page butterflies, plant and take flower pots, color your own book mark. Potentially starting a chess club organized by a student.

Several activities in May are planned; Books and Badges, possible walking tour by the Long-A-Coming History Group on May 16, and book bedazzling.

Finance

Library Audit conducted, but still awaiting the final report.

Personnel

A second staff employee will work on Saturdays until the library closes on Saturdays during the summer.

Director has created a draft performance evaluation. A policy committee will be convened to discuss further. Director is also updating the MFML policy manual.

OLD BUSINESS

New trustee training requirements for 2026 are that each trustee must have 2 hours of training per year.

Reminder that the FDS must be completed by April 30, 2026

NEW BUSINESS

Trustee Resignation

Board president, Corinne Dowdell read a letter of resignation from trustee Deanna Schuenemann. Motion made to accept resignation of trustee Deanna Schuenemann made by Cecilia Kuns and seconded by Julie Cossan. All in favor, motion approved.

Board agreed to award Deanna Schuenemann Trustee Emeritus Status. Motion made to award Deanna Emeritus Status made by Nancy Grover and seconded by Christine Flynn. All in favor, motion approved.

Brief discussion to have ceremony honoring Deanna. Tentative date is June 9, 2026 at 4:30pm.

Mayor and council will need to appoint a new trustee.

Anne Marie Miller said the Borough did not get the recreation grant this year but will try again next year.

Motion to adjourn the meeting was made by Christine Flynn and seconded by Anne Marie Miller at 5:57p.m. All in favor, motion approved.

OUR NEXT BOARD OF TRUSTEES MEETING IS SCHEDULED FOR
Tuesday, May 12, 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