

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
January 29, 2020
7:00 PM

Members in attendance: Dee Bertino, Jamie Boren, Joan Serpico, Caroline Joyce, Susan LaGatta, Beth Misselhorn, Mary McMahon, Tom Merchel
*Jackie Brown (arrived at 7:18pm)

Members not in attendance: Micki Ginsberg

Guest: Karen Campbell Library Office Manager)

The meeting was called to order at 7:06 pm by Mrs. Bertino.

Open Public Meetings Act Statement

“Notice of this meeting has been provided in accordance with the Open Public Meetings Act” by:

1. Posting a notice on the bulletin board at the Library and Municipal Complex
2. Emailing a notice to the Burlington County Times and Philadelphia Inquirer
3. Posting on the Library Board web page

The above posting, filing and mailing having taken place on the 11th day of January 2020.

2020 Board of Trustees

1. Swearing in of new Board members

Township of Moorestown Resolution No. 13-2020 confirming Mayor’s Appointment of Mary McMahon to the Library Board of Trustees, term expiring December 31, 2024.

Mrs. Bertino swore in Ms. McMahon.

2. Nominations and Election of Trustee Officers for 2020

a. President

A nomination was made by Mrs. Boren and seconded by Mrs. Misselhorn for Mrs. Bertino.
No other nominations were made.

VOTE: 7-0

b. Secretary

A nomination was made by Mrs. Bertino and seconded by Mrs. Misselhorn for Mrs. Boren.
No other nominations were made.

VOTE: 7-0

c. Treasurer

A nomination was made by Mrs. Boren and seconded by Mrs. Misselhorn for Mrs. Joyce.
No other nominations were made.

VOTE: 7-0

Public Comment

Former President of the Friends of the Library, Karen Olejarz came to thank the entire Board of Trustees for their support of their fall fundraiser. The Friends were very pleased with the turnout for the event. Members of the Moorestown Library Board of Trustees concurred. The Friends were glad that they seemed to have gotten the message out to the community about who they are. Mrs. Bertino commented that it was a great event and that she is looking forward to the second annual. Ms. Olejarz said the Friends are currently on board to hold a second annual fall fundraiser, so stay tuned. Ms. Olejarz noted that the next Friends meeting is 2/25/2020 at 7:00pm at the Moorestown Library. She will provide a list of future meeting dates to Ms. Serpico or Mrs. Bertino as soon as possible. Mrs. Bertino thanked Ms. Olejarz for coming in and expressed the Board's gratitude for the Friends' continued support.

Meeting Minutes

A motion was made by Mrs. Joyce and seconded by Ms. LaGatta to accept the minutes of the regular meeting of December 18, 2019.

VOTE: 5-0

ABSTAIN: 2 (Mr. Merchel and Ms. McMahan)

Financial Discussions

The budget is under way. Ms. Serpico has been meeting with the principals to continue to gather the necessary information in order to prepare the budget with Ms. Campbell. She is still waiting for the numbers for pensions and benefits, and tech. Mr. Merchel assured Ms. Serpico that the numbers for pensions and benefits would be forthcoming very soon and that there should not be a big increase. Mr. Merchel also reminded the board that the budget for the Library was increasing by approximately \$70,000 for 2020.

Ms. McMahan questioned the 2019 YTD balance of (15,673.52) regarding where the money came from to make up that deficit. Ms. Campbell explained that the deficit was covered by money in the reserve.

*Ms. Bownell arrived at 7:18pm

Ms. Serpico advised that the library was in need of 2 servers and a switch. She is awaiting a cost on that to try and budget for that in 2020. There may be cost sharing with the Township on this expense as well.

Mrs. Boren asked if Ms. Serpico had an opportunity to speak with the staff / department heads for input on the budget as far as wants and needs for their departments. She has and has had both little and big asks. As the budget comes together more, Ms. Serpico will see if she can accommodate any of the requests.

Mrs. Bertino asked Mrs. Serpico if she planned to hold off on any personnel decisions until the budget was more together and there was a clearer picture of the financial situation. Mrs. Serpico said yes, that was her intention. Mrs. Bertino asked if Ms. Serpico needs anything from the Board at this time and Mrs. Serpico said thank you, but not at this time.

1. Cash Disbursements Analysis Report

A motion was made by Mrs. Boren and seconded by Ms. McMahan to approve the Cash Disbursements Analysis Report.

VOTE: 8-0

2. Cash Receipts Analysis Report

A motion was made by Mrs. Boren and seconded by Ms. McMahon to approve the Cash Receipts Analysis Report.

VOTE: 8-0

3. November 2019 Budget Statement

A motion was made by Mrs. Boren and seconded by Ms. McMahon to approve the November 2019 Budget Statement.

VOTE: 8-0

4. Invoices in Excess of \$2,000.00

An invoice from Envisionware for \$2485.21 for a replacement coin/bill acceptor.

A motion was made by Mrs. Boren and seconded by Mrs. Misselhorn to approve the payment of the invoice to Envisionware.

VOTE: 8-0

Directors Report

See Attached.

Mrs. Bertino asked how Ms. Serpico plans to notify patrons of the Museum Pass Online Reservation System and how the library plans to launch the system. Ms. Serpico said the staff is playing with the system and will continue to do so for a bit. The next step will be to have the staff use the system to issue passes when patrons come into the library for passes for about a week or 2. After that they will go live for a bit and then publicize the new system. Ms. Serpico is hoping to have it live and publicized by mid-March. Ms. McMahon asked if the library would have the same number of passes and the answer is yes. Ms. McMahon noted that not having to build in the buffers like you do for passes that have to be returned would actually be like having more passes.

ALA Midwinter

Ms. Serpico attended and heard a speaker on advocacy and fundraising which was very interesting. Ms. LaGatta also attended the Exhibit Hall and saw great ideas.

Old Business

Holiday Schedule

Ms. Serpico, after speaking with staff and township officials, is proposing to close for holidays with Town Hall. Logistically, closing the entire building makes sense and patrons will likely expect the library to be closed along with Town Hall for most holidays. November 11, 2020 (Veteran's Day) is the only exception, in that the Library will remain open as normal. On October 12, 2020 (Columbus Day), the staff will participate in a professional development / training day. Full time employees will receive 1 floating holiday.

New Business/Trustee Comments

Community Profile

All Board members received the file, but not everyone had a chance to review it. Mrs. Serpico called the professor to find out how large the sample size was for the report. 7 people were interviewed. Ms. Brownell was interviewed, and Ms. Campbell believes Mr. Quinton from the Friends of the Library was interviewed as well. We agreed to table discussions until all board members had a chance to review the report.

The Board discussed marketing for future Library Board Trustees. The board is primarily made up of the same demographic. Mrs. Bertino said she would like to see more diversity on the board in the future as new trustees are brought on. Mrs. Bertino questioned if the Board was “full”. Mr. Merchel accessed Moorestown Township Code 6-35A which is the Administrative Code for the Library. The Board of Trustees is currently full. Ms. LaGatta is concerned that the appointments are political. She suggested looking for referrals from the librarians of say moms or dads from story time. Ms. Serpico wants to make sure that the library avoids eliminating millennials, and not only use them for “technology” (include them in the whole process). Ms. LaGatta suggested a student from the high school. The point was made that anyone under 18 could not have a voting role, but it was suggested that a student advisory role could possibly be created. Ms. LaGatta suggested trying to find out if anyone in the high school is possibly interested in pursuing Library Science in their post-secondary education. Ms. Brownell will reach out to the High School librarian. Mrs. Bertino advised that we could offer volunteer service credit for any hours served. Mrs. Serpico will reach out to other library to see what role students play on their boards.

Mrs. Serpico circulated a contact sheet to have all board members update their contact information.

Mrs. Serpico advised that NJLA is hosting a seminar on how to do a Strategic Plan, which she hope to attend.

Mission Statement: What is our Mission Statement? Mrs. McMahon pointed out the importance of a strong mission statement that will direct the future of your organization.

Mrs. McMahon asked Ms. Serpico about Joe’s wish list. Is there anything on the wish list that she finds value in and wants to try to accomplish? Mrs. Serpico said that she would like to move the 2 part time employees to full time, but the money isn’t there. She would also like to be able to do other things to support the staff. Ms. Serpico would like to review what is purchased and how much of it is necessary vs. being bought because we have always bought it.

Mrs. Boren asked if there is anything not on Joe’s list that was something she felt strongly about? Ms. Serpico would like to have librarians / staff become members of NJLA or NJALA for networking and ideas. Mr. Merchel advised that budgetarily that can be costly. Additionally, it should be looked at on a staff level. It isn’t cost effective to pay a junior staff member to leave for the day and can lead to employee turnover (poaching).

Ms. LaGatta asked how many staff we have. We have 9 Full time employees and 13 part time employees for a total of 22.

Ms. Brownell and Ms. Serpico are going to put together a luncheon / meeting with the school librarians. Ms. Serpico advised to let her know what works best as her schedule is fairly flexible. Ms. Brownell said that now that Ms. Serpico is in and getting settled, she will get right on it.

Mr. Merchel asked Ms. Serpico to consider Town Hall and the employees when pursuing training opportunities. They have had joint training in the past, which results in cost sharing, a higher guaranteed attendance, etc. Ms. Serpico said she would absolutely keep Town Hall in the loop.

Resolutions

None

Public Comment

Mr. Merchel asked why we have 2 Public Comments. Mrs. Bertino said that for those that want to come in and offer something in the beginning and then not stay for the meeting, they can utilize the early Public Comment. The end of the meeting Public Comment is for any questions raised during the meeting. She feels comfortable leaving both in and the rest of the board present concurred.

Adjournment

A motion was made to adjourn the meeting by Mr. Merchel at 8:14pm and seconded by Ms. McMahon.

VOTE: 8-0

The next scheduled regular meeting is Wednesday, February 26, 2020 at 7:00 pm

FORMAL OFFICIAL ACTION MAY BE TAKEN ON ANY ITEM ON THE OFFICIAL ACTION AGENDA

If you require special accommodations, please contact the Library Director at (856) 234-0333 at least 24 business hours prior to the meeting so that appropriate accommodations may be made

Director's Report

January 2020

OPERATIONS

The Director is planning to introduce the proposed 2019 operating budget at the February 2020 meeting.

Library staff have been participating in daily morning meetings. This has been well received by staff and has improved communication between departments.

The library building experienced a problem with the heat which resulted in cold temperatures in the library for a number of days. Once reported, Public Works was responsive, and the issue was corrected quickly. Staff were good-natured throughout the process.

Friends of the Library's annual meeting was on January 15. Officers were elected (Lynne Schill – President, Keith Quinton – Treasurer, Jonathan Eron – Secretary) and we are working with them on a budget that outlines their continued support of the library in 2020.

The library is in the final stages of implementing a Museum Pass Reservation System via MuseumKey. This will allow patrons to reserve passes in advance. Some passes will be able to be printed remotely rather than requiring the pass to be picked up and dropped off. We expect the system will be live in the next several weeks.

The library is investigating ways to make better use of the IT Training Room so that it will function effectively as a training space for staff and patrons. We are exploring the use of laptops that could be set up for training and classes but stored in a recharging tower at other times. This would allow the room to also function as a study or meeting space without endangering the equipment.