

**Moorestown Library Board of Trustees Meeting**

**Moorestown, NJ 08057**

**OFFICIAL ACTION**

**Meeting Agenda**

***April 22, 2020***

**7:00 PM**

**Members in attendance:** Dee Bertino, Jamie Boren, Joan Serpico, Caroline Joyce, Susan LaGatta, Beth Misselhorn, Mary McMahon, Tom Merchel, Micki Ginsberg, Jackie Brownell

**Members not in attendance:**

**Guest:**

**The meeting was called to order at 7:04 pm by Mrs. Bertino. (Ms. Ginsberg joined the meeting at 7:13)**

**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 17<sup>th</sup> day of April 2020.

**Public Comment**

None

**Meeting Minutes**

A motion was made by Ms. McMahon and seconded by Mr. Merchel to accept the minutes of the regular meeting of January 29, 2020.

**VOTE: 8-0**

**ABSTAIN: -**

A motion was made by Mr. Merchel and seconded by Ms. LaGatta to accept the minutes of the regular meeting of February 26, 2020.

**VOTE: 8-0**

**ABSTAIN: -**

A motion was made by Mr. Merchel and seconded by Ms. Misselhorn to accept the minutes of the emergency meeting of March 15, 2020.

**VOTE: 7-0**

**ABSTAIN: 1 (Ms. McMahon was absent from the meeting)**

### **Financial Discussions**

There are no invoices over \$2000.00 and only routine expenditures.

**1. Cash Disbursements Analysis Report**

A motion was made by Ms. McMahon and seconded by Ms. Misselhorn to approve the Cash Disbursements Analysis Report.

**VOTE: 8-0**

**2. Cash Receipts Analysis Report**

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

**VOTE: 8-0**

**3. February 2020 Budget Statement**

A motion was made by Ms. McMahon and seconded by Ms. Misselhorn to approve the February 2019 Budget Statement.

**VOTE: 8-0**

**4. March 2020 Budget Statement**

A motion was made by Ms. McMahon and seconded by Ms. LaGatta to approve the March 2019 Budget Statement.

**VOTE: 8-0**

### **Directors Report**

See Attached.

Staff receives daily update report from Ms. Serpico. The library is utilizing office 365 For email, teams, chat function, groups, forms and more. Departments are having virtual meetings.

New chat reference service on the website which is staffed Monday - Friday from 9-5 which is getting a few questions a day. We are getting more questions via email.

The library is issuing temporary cards for online use only. It will not go inactive once the library opens, but it will not allow for physical check out.

Over 33 virtual story times have over 455 views. We have a much bigger following of our virtual story time than many local libraries.

Looking into virtual programs, such as virtual gardening.

Zoom was purchased for meetings, book discussions, and virtual programming. Mr. Merchel questioned why the need to purchase Zoom when we currently have MS Teams. Zoom is better for bringing in more people from the outside. Zoom is \$200.00 per year w/ webinar for 1 month. It can be part of cost of programs. This is something we will be able to utilize in conjunction with in-person programming in the future.

Daily social media posting goal has been met almost daily.

Partnering with non-profits (Neighbors Helping Neighbors) and promoting the census.

There is a lot of additional content from vendors for free due to the pandemic. We purchased additional copies of materials for patrons as well.

Discussion regarding libraries and whether or not any staff were permitted to enter the building and work.

Ms. Serpico said that Bob Keith (Director of the State Law Library) has directed that only administrative staff that needs to go in to keep the operation running, marketing person can ... but that anyone else cannot. Specifically, janitorial, custodial and administrative staff. Mr. Merchel suggests that if social distancing can be maintained and we are closed to the public, the employees can work in the building. Ms. McMahan question if it was necessary for the employees to be working in the building. Ms. Boren, agreed with Mr. Merchel and was under the impression that the library staff was still actively working in the building, as discussed at the emergency meeting on 3/15/2020. Since the building is over 28,000 sq. ft, there is plenty of room to maintain social distance and there are a multitude of projects that have been identified in the past 6 months that need to be tackled in the library, that without patrons, could be accomplished.

Ms. Bertino asked what work has been exhausted at home. Some librarians have suggested that they would prefer to be working in the library. Additionally, knowing that we will have a smaller budget next year, we have a duty to try and preserve the budget and be mindful of what's to come. The two issues we have are: can staff be working in the building and is there enough work for everyone to be working.

Ms. McMahon would like to get a ruling from the governor's office directly regarding if staff can be in the building. Ms. Bertino does not think it will be as easy to get a ruling from the state, and that we should take direction from the township.

Ms. Joyce thinks that there is a ruling already. It is suggested that the library ask the Mayor to try and get clarification. Mr. Merchel will contact her in the morning.

There was a discussion about interpretation of things like "wherever practical", and "if you can't perform your functions from home". Ms. Brownell pointed this out in paragraph 11 and Ms. Boren said that we have functions to be performed that cannot be performed online.

Ms. Bertino asked how many hours a week are we paying for people to work from home and at what point are they exhausted the work from home? We cannot afford to indefinitely pay people to work from home if they are not being productive for the number of hours, we are paying them. It is a hard reality with consequences that carry into the future of full-time employees next year. Ms. Boren suggested that some of the tasks on the list are 5-minute tasks. Ms. Brownell pointed out that administrative staff is specifically listed as able to work.

Ms. Bertino suggested that Mr. Merchel call the Mayor and Police Chief tomorrow, since we can speculate all we want but we need more information. Monday at 2:00 pm Ms. Serpico, Ms. Bertino and anyone else who wants can join the NJ Library Trustee Association webinar.

Ms. Serpico will put together a list of things that still can be done at home in the event that they cannot return to the Library. Ms. Boren asked for a list of things that need to be done in the library in the event staff can return to the building.

### **Public Comment**

None

### **Adjournment**

A motion was made to adjourn the meeting by Mr. Merchel at 8:23pm and seconded by Ms. Ginsberg.

**VOTE: 9-0**

**The next meeting is Tuesday, April 28 at 7:30 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.*

## **Directors Report**

**April 2020**

Staff have been working remotely since March 17. All staff receive daily morning updates and have been reporting weekly accomplishments via a Work from Home report form. All have become acclimated to Office 365 including email, teams, chat, forms and virtual meetings.

Some key accomplishments this month include:

- New chat reference (M-F 9-5) that allows patrons to ask questions in real time in addition to via email.
- New online library card application that allows Moorestown residents to receive a temporary library card in order to access digital resources while the library is closed.
- Thirty-three virtual story times created and posted by library staff including a Yoga Break video. (455 Story Time views!)
- Three confirmed virtual programs (College Prep) and other programs in the works.
- Daily social media posts to highlight resources and services as well as partnerships with non-profits (Moorestown Send a Smile and Moorestown Neighbors Helping Neighbors) and promoting Census participation.
- New Homeschooling and Learning at Home resources page.
- National Library Week Bingo for kids.
- Additional digital content available via Hoopla, OverDrive, Tumblebooks, Worldbook, Scholastic, Audible, AudioBookCloud, BookFlix, LightBox, PebbleGo, Capstone Interactive, International Children's Digital Library.

Planning for the future:

- We are preparing for what library service might look like once we reopen including investigating mailing items, curb side pickup or delivery.
- We have purchased a subscription to Zoom that will allow for virtual programming.
- Preparing to transition to new library calendar and museum pass reservation system.
- Staff have participated in dozens of self-training on resources, technology and skills.

**MOORESTOWN LIBRARY  
MARCH 2020  
ACTUAL VS 2019 BUDGET EXPENDITURES STATEMENT**

	2020 APPROVED BUDGET	2020 BUDGET YTD	JAN	FEB	MAR	YTD ACTUAL TOTAL	YTD Favorable/ (Unfavorable) Actual vs BUDGET	Notes:
<b>INCOME</b>								
Township Appropriation	1,558,606.00	371,971.00	123,990.33	123,990.33	123,990.33	371,970.99	(0.01)	
Supplemental Appropriation	-	-	-	-	-	-	-	
Building Expense	125,000.00	31,250.01	10,416.67	10,416.67	10,416.67	31,250.01	-	
State Aid	9,000.00	-	-	-	-	-	-	
Meeting Room Fees	500.00	125.00	80.00	50.00	50.00	180.00	55.00	
Interest	100.00	25.00	6.39	-	-	6.39	(18.61)	
Fines	15,000.00	3,750.00	1,758.35	1,161.65	501.00	3,421.00	(329.00)	
Lost Books	2,500.00	625.00	142.32	143.50	113.81	399.63	(225.37)	
Photocopy Machine	2,100.00	525.00	178.40	214.35	-	392.75	(132.25)	
Non-Resident, Replacement & Internet Card Fees	1,800.00	450.00	340.00	100.00	5.00	445.00	(5.00)	
Computer Printing	4,000.00	1,000.00	237.45	254.55	60.30	552.30	(447.70)	
Miscellaneous	1,000.00	250.00	6.10	109.60	-	115.70	(134.30)	
Book Sales	7,500.00	1,875.00	98.50	57.00	63.05	218.55	(1,656.45)	
<b>TOTAL INCOME</b>	<b>1,727,106.00</b>	<b>411,846.01</b>	<b>137,254.51</b>	<b>136,497.65</b>	<b>135,200.16</b>	<b>408,952.32</b>	<b>(2,893.69)</b>	
<b>EXPENSES (PERSONNEL)</b>								
Salaries	788,700.00	187,175.00	59,153.47	59,433.46	53,413.30	172,000.23	15,174.77	
FICA	60,337.00	15,084.25	4,516.81	4,595.22	4,316.19	13,428.22	1,656.03	
State Assessments	628.00	157.00	62.63	63.64	60.69	186.96	(29.96)	
PERS	99,465.00	99,465.00	-	-	99,465.00	99,465.00	-	
DCRP	5,584.00	1,396.00	397.30	450.68	-	847.98	548.02	
Workman's Comp & other Ins.	111,927.00	27,981.63	139.06	157.71	27,981.63	28,278.40	(296.77)	
Group Health Insurance	189,557.00	41,787.03	13,086.61	13,720.67	15,426.52	42,233.80	(446.77)	
Dental Insurance	5,031.00	1,094.73	314.22	363.40	435.01	1,112.63	(17.90)	
Prescription Plan	16,622.00	3,624.08	1,080.36	1,150.90	1,150.90	3,382.16	241.92	
Vision	1,350.00	337.50	150.00	-	-	150.00	187.50	
<b>PERSONNEL EXPENSES</b>	<b>1,279,201.00</b>	<b>378,102.22</b>	<b>78,900.46</b>	<b>79,935.68</b>	<b>202,249.24</b>	<b>361,085.38</b>	<b>17,016.84</b>	
<b>EXPENSES (OPERATING)</b>								
Library Materials	125,000.00	31,250.00	7,117.45	11,417.52	3,482.46	22,017.43	9,232.57	
Supplies	18,500.00	4,625.00	932.36	2,057.67	233.87	3,223.90	1,401.10	
Postage	3,300.00	400.00	351.60	36.22	43.52	431.34	(31.34)	
Telephone	-	-	-	-	-	-	-	
Travel and Conference	8,000.00	2,000.00	53.15	20.00	-	73.15	1,926.85	
Audit	5,000.00	-	-	-	-	-	-	
Photocopy Services	11,000.00	2,750.00	641.40	856.64	641.40	2,139.44	610.56	
Computer Services	116,300.00	44,000.00	6,323.66	35,495.25	143.40	41,962.31	2,037.69	
Payroll Services	14,000.00	1,000.00	504.42	121.15	242.30	867.87	132.13	
Bank Fees	2,850.00	712.50	307.19	-	-	307.19	405.31	
Miscellaneous	16,650.00	1,662.50	319.00	-	-	319.00	1,343.50	
Legal	-	-	-	-	-	-	-	
Building Expense	125,000.00	-	-	-	-	-	-	
<b>OPERATING EXPENSES</b>	<b>445,600.00</b>	<b>88,400.00</b>	<b>16,550.23</b>	<b>50,004.45</b>	<b>4,786.95</b>	<b>71,341.63</b>	<b>17,058.37</b>	
Board Approved Expenses	-	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>1,724,801.00</b>	<b>466,502.22</b>	<b>95,450.69</b>	<b>129,940.13</b>	<b>207,036.19</b>	<b>432,427.01</b>	<b>34,075.21</b>	
<b>INCOME (LOSS)</b>	<b>2,305.00</b>	<b>(54,656.21)</b>	<b>41,803.82</b>	<b>6,557.52</b>	<b>(71,836.03)</b>	<b>(23,474.69)</b>	<b>31,181.52</b>	
Opening Balance (Allocated Reserves)			380,205.23	422,009.05	428,566.57			
Income			137,254.51	136,497.65	135,200.16			
Available Balance			517,459.74	558,506.70	563,766.73			
Less Expenses			95,450.69	129,940.13	207,036.19			
<b>Closing Balance</b>			<b>422,009.05</b>	<b>428,566.57</b>	<b>356,730.54</b>			

