

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***June 24, 2020***  
**7:00 PM**

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

**Members not in attendance:** Tom Merchel

**Guest:** JoAnne Parra

**The meeting was called to order at 7:02 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 22nd day of June 2020.

**Public Comment**

None

**Meeting Minutes**

A motion was made by Ms. Boren and seconded by Ms. Misselhorn to accept the minutes of the meeting on April 22, 2020.

**VOTE: 8-0**

**ABSTAIN: -**

A motion was made by Ms. McMahan and seconded by Ms. Boren to accept the minutes of the meeting on April 28, 2020.

**VOTE: 8-0**

**ABSTAIN: -**

A motion was made by Ms. Misselhorn and seconded by Ms. Joyce to accept the minutes of the meeting on May 27, 2020.

**VOTE: 8-0**

**ABSTAIN: -**

## **Financial Discussions**

Ms. Serpico advised the board of the resignation of a part time reference librarian, effective immediately. Additionally, another part time employee, who was scheduled to retire has done so.

### **1. Cash Disbursements Analysis Report**

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

**VOTE: 8-0**

### **2. Cash Receipts Analysis Report**

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

**VOTE: 8-0**

### **3. May 2020 Budget Statement**

A motion was made by Ms. Boren and seconded by Ms. McMahon to approve the May 2020 Budget Statement.

**VOTE: 8-0**

### **4. Invoices in Excess of \$2,000.00**

**An invoice to LinkedIn in connection with the annual upfront 1-year contract for a LyndaLibrary subscription.**

A motion was made Ms. Ginsberg and seconded by Ms. McMahon to approve the payment of the invoice to \$4,500.00.

**VOTE: 8-0**

**An invoice to Recorded Books in connection with the annual upfront 1 year contract.**

A motion was made Ms. Boren and seconded by Ms. Misselhorn to approve the payment of the invoice to \$2,400.00.

**VOTE: 8-0**

**An invoice to Scholastic in connection with the annual upfront 1 year + 3 month contracts for a Bookflix Gold, Trueflix Public Libraries and Scholastic Teachables subscriptions.**

A motion was made Ms. Misselhorn and seconded by Ms. Ginsberg to approve the payment of the invoice to \$3874.30.

**VOTE: 8-0**

**An invoice to Holt McNally & Associates in connection with progress billing for the audit of the financial statements for YE 12/31/2019.**

A motion was made Ms. McMahon and seconded by Ms. Joyce to approve the payment of the invoice to \$3,000.00.

**VOTE: 8-0**

## **Directors Report**

See Attached.

Ms. Serpico advised that it was all hands-on deck to reshelv books after quarantine. The process was taking more time than anticipated and that a lot of books had been returned in the one week that the book drop had been open.

Ms. Boren questioned the time slot scheduling of book pick up again. Ms. Serpico said that they were making it work. Ms. Boren offered her assistance, if needed, as she owns a business which has been offering curbside pickup for several months.

At the time of the meeting, libraries had been moved to Phase 4 of the reopening plan with July 2, 2020 being the official date that libraries would be allowed to reopen. When asked if Moorestown Library would be ready to reopen, Ms. Serpico advised that they would not be ready and was looking more towards a date of somewhere between June 6<sup>th</sup> to June 13<sup>th</sup>. Ms. Serpico wants to be absolutely ready to open so that patrons do not have a bad experience. As suggested by one board member, you will have no experience if the library isn't open and it was strongly suggested that every effort was made to open as soon as possible.

## **Old Business**

We would once again like to thank the Friend of the Library for the basket trucks, which have been essential with quarantining books and Zoom!

## **New Business/Trustee Comments**

The board would like to discuss fine at the August meeting.

A few members of the board made comments that they really liked the New Book section on the website.

## **Public Comment**

None

## **Adjournment**

A motion was made to adjourn the meeting by Ms. Boren at 8:11 pm and seconded by Ms. Misselhorn.

**VOTE: 8-0**

**The next meeting is July 22, 2020 at 7:00pm**

**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

June 24, 2020

## **Status of Library's Phased Reopening:**

The library is currently in Phase 3 of the Reopening Plan. Staff are reporting to work in the building in Teams. The book drop opened on June 13 and Contactless Pickup will begin June 22. Patrons have responded enthusiastically to both. Thank you to Wegmans for donating 400 paper bags for the pickup service. The date for entering Phase 4 is not known. Plexiglas around the public service desks has been installed and cleaning and PPE supplies have been obtained.

## **Summer Reading via READSquared:**

June 19-August 30

A summer reading program for all ages has begun. In addition to logging books and writing reviews, patrons have access to virtual games, programs, personalized book recommendations and prizes. Book sets for preschoolers and craft kits for older children will be made available via Contactless Pickup. There are also volunteer activities for teens.

## **Virtual Content Increased and Improved:**

In response to increased demand for virtual content, additional copies of digital titles continue to be purchased for Overdrive (Libby) and the maximum checkout limit for Hoopla has been increased to 6 per month, per card. In addition, database and digital subscription usage was analyzed and a plan created to eliminate some resources and add others. Staff and patron input were considered as well as past usage.

*Resources to be added in 2020: (\$12,573)*

Lynda.com, Universal Class, CreativeBug, Tumblebooks, BookFlix, TrueFlix, Scholastic Teachables *Resources to be discontinued in 2020: (\$13,280)*

Auto Repair Reference Center, Morningstar Investment Center, EBSCO Discovery, World News Digest

## **New Online Calendar - Libcal:**

The online calendar has a new look and feel and better functionality for patrons and staff. Discovering and registering for programs is easier for patrons and program planning, management and promotion is more streamlined for staff. This new software works well with several platforms for virtual programs and with our email promotional tool.

## **How Can Moorestown Library Help You? Survey:**

166 individuals responded to our survey designed to find out how the library could help patrons during the pandemic. A summary of the results has been included. The responses are informing our decisions regarding services and resources.

**Saturday Summer Hours** begin July 11.

In Phase 3, the Saturday hours are 1-5. Beginning July 11, the Saturday hours will be 9-1.