

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
October 28, 2020
7:00 PM

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

Members not in attendance: -

The meeting was called to order at 7:06 pm by Ms. 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 23rd day of October 2020.

Public Comment

None

Meeting Minutes

None

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 8-0

2. Cash Receipts Analysis Report

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

VOTE: 8-0

3. August 2020 Budget Statement

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

VOTE: 8-0

Directors Report

See Attached.

There was mold found in the NJ History room. Ms. Serpico is currently working with the insurance company and an industrial hygienist to test materials in the room. The room is currently closed to staff and patrons and a dehumidifier was added to the room.

Old Business

Strategic Plan-

The sub-committee met with Ms. Serpico to review the proposal from The Ivy Group and Library Development Solutions. The recommendation of the sub-committee is to use The Ivy Group for our strategic planning. Ms. Serpico and the sub-committee feels that in addition to the Basic strategic plan, we should add peer benchmarking and the 1-page plan design. For a total cost of \$20,305.00.

A motion was made by Mr. Merchel and seconded by Ms. Misselhorn to approve the expenditure of \$20,305.00 for strategic planning, peer benchmarking and a 1-page plan design.

Roll Call Vote:

- Ms. Bertino – Yes**
- Ms. Boren – Yes**
- Ms. Brownell – Yes**
- Ms. Ginsberg – Yes**
- Ms. Joyce – Yes**
- Ms. Misselhorn – Yes**
- Ms. McMahon – Yes**
- Mr. Merchel – Yes**

Patron Code –

Add mask use while we are in a pandemic.

Prohibit eating and drinking during pandemic. Once pandemic is lifted, revisit this. Eating and drinking is in direct contrast with mask use.

Capital Expense –

Ideas:

RFDI

- Finds missing books
- Can load lists of books
- Cost: \$25,000.00 for equipment, tags and training + \$7,500.00 for self-checkout.

Café or Bookstore

- We have furniture already
- We could repurpose that furniture to the new book area if we did not make it a café.
- Bookstore – Who staffs it?
- Need cost for fit out

The strategic plan should be part of the Capital Expense. Capital expense project can/should be an up to 3-year project. Money set aside needs to be encumbered for a specific project.

New Business/Trustee Comments

Ms. McMahon has asked if there is a need for any HVAC improvements. Ms. Serpico will check with Mr. Nims, the Director of Public Works and advise.

Public Comment

None

Adjournment

A motion was made to adjourn the meeting by Mr. Merchel at 8:32 pm and seconded by Ms. Misselhorn.

VOTE: 8-0

The next meeting is November 18th 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

October 28, 2020

Staff Development Day: October 12

Staff participated in anti-bias and merchandising training and applied merchandising techniques throughout the library. Staff feedback was positive, and patrons have commented approvingly about the changes in the library.

National Friends of the Library Week

October 18 - 24 was National Friends of the Library week. In celebration, a press release was sent to the Moorestown Sun and the Patch thanking our Friends for their contributions to the library and announcing the Kanopy service they are sponsoring. The Friends of the Library will have a pop-up bag sale in the lobby in the coming weeks. A bag of books = \$5.

Virtual program newsletters

A newsletter of upcoming virtual programs will now be sent via Constant Contact each month. Virtual programs have been popular thanks in large part to promotion via social media.

Lobby display space

The display cabinet in the lobby will be available for artists, collectors and non-profits to display items or promote charities. Staff will be scheduling patrons in advance. This month Carlo Scaramella displayed his blown glass collection and next month New Jersey Literacy will promote their nonprofit in the case.

Library Card Sign-up Month

The library received 102 new library card applications in September. (This was triple the number received in July and August.) Thirty-eight of those were via the new online library card application.

Interlibrary Loan

Delivery services started again for interlibrary loan on October 19. Books were sent back to their home libraries and interlibrary loan requests can now be accepted.