

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
February 23, 2021
7:00 PM

Members in attendance: Dee Bertino, Jamie Boren, Jackie Brownell, Caroline Joyce, Mary McMahon, Beth Misselhorn, Christine Sprigel, Joan Serpico

Members not in attendance: Tom Merchel, Micki Ginsberg

The meeting was called to order at 7:00 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 February, 2021.

Public Comment

None

Meeting Minutes

A motion was made by Ms. McMahon and seconded by Ms. Joyce to accept the minutes of the meeting on December 16, 2020.

VOTE: 6 – 0

ABSTAIN: 1

A motion was made by Ms. Sprigel and seconded by Ms. Misselhorn to accept the minutes of the meeting on January 27, 2021.

VOTE: 7 – 0

ABSTAIN:

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 7 - 0

2. Cash Receipts Analysis Report

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

VOTE: 7 - 0

3. January 2020 Budget Statement

A motion was made by Ms. Joyce and seconded by Ms. McMahon to approve the January 2021 Budget Statement.

VOTE: 7 - 0

Directors Report

See Attached.

Ms. McMahon will be added as a third signer on the bank account.

Old Business

A motion was made by Ms. Boren and seconded Ms. Joyce to approve the social media policy to be posted on the Moorestown Library website and social media pages.

VOTE: 7 - 0

New Business/Trustee Comments

Trustee check-ins count toward the required 7 hours for state aide. Every trustee is encouraged to participate. Ms. Bertino will send links.

Public Comment / Trustees Comments

Resolution 2021 -1

Resolution to Adopt the 2021 Budget for the Moorestown Library Board of Trustees

BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, State of New Jersey that the 2021 budget be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held February 27, 2021.

Board of Trustees

Moorestown Library

Roll Call Vote:

Ms. Bertino	Yes
Ms. Boren	Yes
Ms. Brownell	Yes
Ms. Ginsberg	Absent
Ms. Joyce	Yes
Ms. McMahon	Yes
Ms. Misselhorn	Yes
Ms. Sprigel	Yes
Mr. Merchel	Absent

Resolution 2021 -2

Resolution to Adopt the 2021 Salary Schedule for the Moorestown Library Board of Trustees

BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, State of New Jersey that the 2021 salary schedule be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held February 27, 2021.

**Board of Trustees
Moorestown Library**

Roll Call Vote:

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

Karen was able to break sown the cost of renewals vs. new purchase going forward as requested. The board is very grateful for this accommodation.

Adjournment

A motion was made to adjourn the meeting by Ms. Boren at 7:40 pm and seconded by Ms. Misselhorn.

VOTE: 7 – 0

The next meeting is Wednesday, March 24, 2021.

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

February 2021

"Support Us" webpage

The Library is designing a "Support Us" page for the website that will outline the ways that the public can support the library. It will feature a donate button and links to related pages like the Friends of the Library page and our volunteer page. This should go live in March.

RFID

Staff training on RFID was completed on Feb 10. The software conversion process has begun. One piece of equipment did not work properly so a replacement is being shipped by Bibliotheca. We will begin tagging when the software has been successfully installed on the equipment – hopefully by end of Feb, early March. The tagging process will take about 400 hours total or about 3-4 months. When the tagging is complete, we will install the new self check-out machine.

Friends Book Room

The room has been emptied allowing for more detailed drawings of the space. At their annual meeting, some members of the Friends of the Library expressed some interest in supporting this project. This will be discussed at their budget meeting in March. A timeline for completion will be determined after that meeting.

Flexible Flyer Museum

A reporter from Channel 12 News interviewed Phil Snow, curator of the Flexible Flyer Museum, on February 12 for a segment on the news.

Bank Change

The Library will be transitioning to Republic Bank to save money on fees. We need another "signer" so that we can have 3 people approved to sign checks. (Susan LaGatta was our third signer before she left.)

Stories for Snapshot Day

Every year NJ Libraries share a "snapshot" of a day in a library. This year the NJ State Library has requested stories from patrons throughout the month of February. Here are two we received this month:

Just my opinion: you folks are doing an amazing job of providing relevant content during difficult times. - Patricia White

During the last year I have been so grateful that the Library continued to provide service. I have been a member of the Library since 1983. I enjoy reading and always find books of interest to me. The Library has been a Godsend for me especially in the time of COVID! - Helen Whitney

Moorestown Library Social Media Policy – Revised Draft 1/29/21

Purpose

Social Media provides a platform for the Moorestown Library to promote the library's programming and collections within the community and to strengthen relationships with patrons by providing value with links, resources, and unbiased information. The content of our social media will be created by Moorestown Library staff, and may include notice of library events, meetings, programs or other community events; photographs and videos from same; links to articles, videos and other materials related to libraries, publishing, books, reading and other literacy-related content; information about library-related services such as databases and electronic services; and highlights of special collections or additions to current collections.

Definition of Social Media

Social media is defined as any web application, site, or account created and maintained by the library that facilitates the sharing of information and opinions about issues related to the library. The Moorestown Library uses email, Facebook, and Instagram as tools to accomplish our goals related to social media.

Usage Rules

The Moorestown Library welcomes public comments, photographs, posts, and messages on our social media platforms. However, all such interactions will be regularly monitored and reviewed by Library staff for content appropriateness. All posts which include any of the following will be removed immediately:

- Obscene, sexist, homophobic, racist, or otherwise bigoted content
 - Spam or other commercial, political, or religious promotions
- Private or personal information such as phone numbers or addresses or requests for such information
- Personal attacks, insults, harassment or profane or threatening language directed at Library staff or other social media users
- Potentially libelous statements
- Advertisements or solicitations, including the solicitation of funds, not expressly permitted by the Library
- Copyright violations
- Pornography
- Images or links that fall into any of the above categories

The library reserves the right to block or ban users who have posted in violation of this policy. When impermissible comments or other content are posted, the following procedure will be followed:

- The comment/content will be removed immediately, and Library staff will attempt to privately contact the user who posted it to issue a warning and an explanation for its removal.
- New posts from such user will be permitted, unless future posts also contain impermissible content (and in such case will also be removed)