

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***July 28, 2021***  
**7:00 PM**

**Members in attendance:** Dee Bertino, Jamie Boren, Jackie Brownell, Micki Ginsberg, Caroline Joyce, Mary McMahon, Beth Misselhorn (7:15), Christine Spirgel, Joan Serpico

**Members not in attendance:** Tom Merchel

**Guest:** Kevin Aberant (Incoming Township Manager)

**The meeting was called to order at 7:00 pm by Ms. Serpico.**

**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 26<sup>th</sup> day of July 2021.

**Public Comment**

Joan Bernstein – Thank you to the board and grateful to be able to participate.

**Meeting Minutes**

A motion was made by Ms. Joyce and seconded by Ms. Misselhorn to accept the minutes of the meeting on June 21, 2021.

**VOTE: 6 – 0**

**ABSTAIN: Ms. Ginsberg and Ms. McMahon**

**Financial Discussions**

**1. Cash Disbursements Analysis Report**

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

**VOTE: 8 - 0**

**2. Cash Receipts Analysis Report**

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

**VOTE: 8 - 0**

### **3. June 2021 Budget Statement**

A motion was made by Ms. Boren and seconded by Ms. Misselhorn to approve the June 2021 Budget Statement.

**VOTE: 8 - 0**

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

1. A motion was made by Ms. McMahon and seconded by Ms. Ginsberg to approve an invoice from Scholastic in the amount of \$3,874.00 in connection with the annual renewal of the Scholastic Suite: Bookflix, Trueflix and Teachables (9.10.2021-9.9.2022)

**VOTE: 8 - 0**

2. A motion was made by Ms. McMahon and seconded by Ms. Misselhorn to approve an invoice from OverDrive in the amount of \$2,000 for a subscription for Universal Class (7.1.2021-6.30.2022).

**VOTE: 8 - 0**

3. A motion was made by Ms. Ginsberg and seconded by Ms. Brownell to approve an invoice from OCLC in the amount of \$2,009.44 for cataloging and metadata subscription (7.1.2021-6.30.2022).

**VOTE: 8 - 0**

4. A motion was made by Ms. McMahon and seconded by Ms. Ginsberg to approve an invoice from LinkedIn Corporation in the amount of \$4,500 for a subscription LinkedIn Learning Library, formerly Lynda.com (7.3.2021-7.2.2022).

**VOTE: 8 - 0**

Financial Statement Audit for year ending 2020 – Final report received. The Moorestown Library Board acknowledges receipt of the audit report.

Ms. Spirgel suggested that the auditor should be presented to the Board who has a fiduciary responsibility. The board agrees and Ms. Serpico will reach out and ask them to present at the next meeting.

### **Directors Report**

See Attached.

NJ has “strongly recommended” masks for vaccinated and unvaccinated person indoors. Ms. Serpico would like to ask the staff to wear masks. The Board agrees that using the language put forth by the State of NJ of “strongly recommended” is how we should proceed as opposed to asking the staff to wear masks.

## **Old Business**

Strategic Planning – Presentation by The Ivy Group w/ Q&A  
Presentation by Julia Prince and Pam Fitzgerald of The Ivy Group.

## **New Business/Trustee Comments**

Revision to Patron Code of Conduct- changes highlighted in blue. All board members agree that the charges are appropriate and necessary. See attached.

Board materials on shared drive – While this better serves the board when documents are updated prior to meetings to avoid confusion with multiple copies and versions of the same document, there are challenges with the technology as far as access for some and maintaining and removal of board members' access. All board members have agreed that at this point we will continue to use the same delivery method for materials.

## **Resolutions**

See attached

## **Public Comment / Trustees Comments**

Ms. Bertino thanked Mr. Aberant, who begins as the Township Manager this Friday. The board congratulated Mr. Aberant on his new position and looks forward to working with him and having him at future meetings.

Joan Bernstein is glad to see we are seeking proposals and are moving forward with a strategic plan.

## **Adjournment**

A motion was made to adjourn the meeting by Ms. Boren at 8:34pm and seconded by Ms. Misselhorn.

**VOTE: 8 – 0**

**The next meeting is Wednesday, August 25, 2021 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

July 2021

### **Personnel:**

Interviews will be conducted in July/August for the FT Youth Services Librarian and the PT Adult Services Librarian positions with a proposed September start date.

### **Strategic Plan:**

Revised proposals are now available for review from The Ivy Group and Library Development Solutions.

### **Highlights:**

- Beginning in August, patrons will be able to reserve a study room in advance. This will be able to be done online or via staff at the Reference Desk.
- Surplus equipment is being itemized for a proposed sale on GovDeals.
- Ancestry.com is available remotely until Dec 2021.
- Almost 800 books were logged for Summer Reading in June.

### **Progress toward 2021 goals:**

- **RFID project:** Over 70,000 items have been tagged. Volunteers are being trained to assist.
- **Weeding:** Weeding continues in Fiction.
- **Friends Book Room:** A Memorandum of Understanding will be presented to the new township manager for his review when he starts in August. In the meantime, the Friends have been stocking two carts of used books in the lobby and sales have been steady.
- **Programs:** Outdoor and virtual programs continue at the library. Outdoor presenters, story times and grab 'n go crafts have been the most popular. Virtual recitals, chair yoga and master gardener programs are attended regularly by adults. LGBTQ 101 was offered in honor of Pride Month and was well received. The library is planning virtual and outdoor programs for the fall in light of the increasing COVID case count.

**RESOLUTION NO. 2021-3**

**RESOLUTION AUTHORIZING MOORESTOWN LIBRARY TO SELL SURPLUS ON GOVDEALS**

WHEREAS, the Moorestown Library is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Library is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com.
- (2) The sale will be conducted online, and the address of the auction site is govdeals.com
- (3) The sale is being conducted pursuant to Electronic Procurement Rules. R.2021 d.031 (53 N.J.R. 501(a))
- (4) A list of the surplus property to be sold is attached as attachment A.
- (5) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning the use of said surplus property.
- (6) The Library reserves the right to accept or reject any bid submitted.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on July 28, 2021.

**BOARD OF TRUSTEES  
MOORESTOWN LIBRARY**

  
JAMIE BOREN, SECRETARY

  
DEANNE BERTINO, PRESIDENT

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Deanne Bertino		x			
Jamie Boren	x	x			
Jackie Brownell		x			
Micki Ginsberg		x			
Caroline Joyce		x			
Mary McMahon		x			
Beth Misselhorn	2nd	x			
Christine Spigel		x			
Thomas Merchel					x

## **Patron conduct policy**

The Moorestown Library welcomes the community to the Library for reading, studying, using library materials and services, participating in library events and conducting other customary library business. The Library strives to provide an atmosphere conducive to the safe and orderly use of the facility and requests the cooperation of patrons in refraining from behavior that disrupts library services. Parents or guardians, not Library staff, are responsible for the safety, care and supervision of their children at the Library.

All persons must leave the Library premises by closing time, when evacuation of the building is necessary or at any time when requested to do so by Library personnel.

The following activities are not allowed in the library:

- Consuming food or drink in a way that creates messes, smells, noise, or that disrupts others. Drinks must be in a lidded container. Food and drink are not allowed in the New Jersey Room.
- Using a personal audio or communications device so that others can hear it.
- Use of tobacco products or e-cigarette devices.
- Carrying a weapon into the library unless authorized by law.
- Bringing animals into the library except those needed to assist a patron with a disability or for a special library event.
- Misusing the restrooms (i.e., using as a laundry or washing facility).
- Leaving a child under the age of ten unattended in the library without the supervision of an adult library user.
- Use of rollerblades, roller skates, skateboards, wheeled shoes, or sports equipment in the library. Patrons are asked to store skateboards, scooters, basketballs, or similar items at the Circulation Desk.
- Talking loudly, making noise or engaging in other disruptive conduct, such as argumentative behavior with other patrons or staff, especially the use of loud, obscene or abusive language; or using a personal computer, tablet, cell phone, or other device that disturbs staff or the public.
- Any behavior perceived by staff or another patron as sexual harassment, invasion of privacy, voyeurism, petting; or staring at another person with the effect of harassment to that person, by following another person about the building with the effect of harassment to that person, by behaving in a manner which reasonably can be expected to disturb other patrons, or other unwanted attention.
- Photography or filming on the library premises without the permission of the Library administration and any individuals or groups being photographed.
- Interfering with another person's use of the library or with the library personnel's performance of their duties.
- Going without shoes and/or a shirt.
- Damaging library property.
- Stealing library materials.
- Threatening or physically harming staff or patrons.
- Violating local, state and federal laws, including those regulating conduct in public places and computer tampering.