

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***October 27, 2021***  
**7:00 PM**

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

**Members not in attendance:** Christine Spirgel

**The meeting was called to order at 7:00 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 25<sup>th</sup> day of October 2021.

**Public Comment**

None

**Meeting Minutes**

A motion was made by Mr. Aberant and seconded by Ms. McMahon to accept the minutes of the meeting on August 25, 2021.

**VOTE: 8 - 0**

A motion was made by Mr. Aberant and seconded by Ms. Ginsberg to accept the minutes of the meeting on September 23, 2021.

**VOTE: 8 - 0**

**Financial Discussions**

**1. Cash Disbursements Analysis Report**

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

**VOTE: 8 – 0**

### **3. September 2021 Budget Statement**

A motion was made by Mr. Aberant and seconded by Ms. Misselhorn to approve the September 2021 Budget Statement.

**VOTE: 8 - 0**

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

1. A motion was made by Mr. Aberant and seconded by Ms. Joyce to approve an invoice from TechStarters for \$3,103.18 for computers dedicated to patron computer reservations and printing.

**VOTE: 8 – 0**

2. A motion was made by Ms. Ginsberg and seconded by Mr. Aberant to approve an invoice from The New York Times for \$2,090.40 for Digital New York Times – News (9/22/21-9/20/22).

**VOTE: 8 – 0**

3. A motion was made by Ms. Misselhorn and seconded by Ms. Brownell to approve an invoice from The New York Times for \$2,080 for Digital New York Times – Cooking (9/22/21-9/20/22).

**VOTE: 8 - 0**

## **Directors Report**

See Attached.

## **Old Business**

### **Strategic Plan – Selecting Options**

A motion was made by Ms. Boren and seconded by Ms. Joyce to approve an expenditure in the amount of \$22,500.00 for the development of a Strategic Plan with Library Development Solutions. The cost to include the professional fees of \$18,000.00, travel fees of \$1,000.00 and the optional add on of “repurpose current library space” for \$3,500.00.

**VOTE: 8 - 0**

## **New Business/Trustee Comments**

Part Time Bookkeeper position

## Preapproval

### CFI- Library Furniture

A motion was made by Ms. Boren and seconded by Ms. Misselhorn to authorize an expenditure in the amount of \$5,022.17 for library furniture in Reference Office, Youth Office and IT Office.

**VOTE: 8 – 0**

### TechStarters – Public Computers

A motion was made by Ms. Ginsberg and seconded by Ms. McMahon to authorize an expenditure in the amount of \$19,828.69 for public computers.

**VOTE: 8 – 0**

The Board agrees to continue to use Holt, McNally & Associates as our auditor.

Snow closure procedure – The board agrees to follow the Burlington County Library System for snow closers.

In-person vs. virtual meetings – The board agrees to meet virtually next month and then take it month by month for the time being.

## Resolutions

### Public Comment / Trustees Comments

Joan Bernstein wishes the Board the best of luck on the Strategic Plan and gives a ringing endorsement to LDS, as she has worked with them in the past.

### Adjournment

A motion was made to adjourn the meeting by Ms. Boren at 8:06 and seconded by Mr. Aberant.

**VOTE: 8 - 0**

**The next meeting is Wednesday, November 17, 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

October 27, 2021

### RFID status

- October 26 - Soft launch of self-check machine. Promotion to begin week of Nov 1.
- RFID should be operational at the Circulation Desk in November.

### Staff:

- Donna Butler was hired as a part-time Youth Services Librarian. Start date TBD.
- November 11 - Staff Dev Day featuring Cindy Czesak – *The Value of a Public Library*

### Resources:

- NEW - Digital *New York Times* including news and cooking, World Book Early Learning (ages 3-7) and World Book Kids (grades 2-6)
- Maximum checkouts for Hoopla & Kanopy have been increased to 8 per month/card.

### Friends of the Library:

- Saturday, November 27 10-4 - Coffee Table Book and Media Sale
- Library Book Sale Room - The Friends suggested a few changes to the Memorandum of Understanding. It has been presented to the township manager for his consideration.

### Program Highlights:

- Outdoor programs remain popular - A Not-So-Scary Halloween Story – 70 attendees
- School visits have begun! (Baker, Roberts and Montessori Schools)
- November 1-30 - Fall Reading Challenge (gr 2-6) - 10 TrueFlix books for \$10.

### September - Library Card Sign-up Month:

- Five Moorestown Businesses partnered with the library and offered discounts or giveaways to library card holders.
- 115 new library cards (21 online) were issued in September.
- Mayor Gillespie issued a Proclamation declaring September Library Card Sign-up Month.

### Promotional events:

Staff promoted library programs and services at Autumn in Moorestown (Oct 9) and Second Street Market (Sept 9 and Oct 14). Sidewalk chalk was also provided to young artists.

### Reminder:

NJ Statutes Annotated (15:21-2.3): members of the board must have received a minimum of seven total hours of library-related education annually to qualify for state aid.