

**Moorestown Library  
Board of Trustees Meeting  
Moorestown, NJ 08057**

**OFFICIAL ACTION**

**Meeting Minutes**

*September 28, 2016*

**7:00 PM**

**In Attendance:**

D. Bertino **Y**  
D. Blair **Y**  
S. Carew **Y**  
K.Cooper **N**  
K. Fischel **Y**  
J. Galbraith **N**  
L. Gallo **Y**  
C. Joyce **Y**  
B. Lemaire **N**  
G. Walton **Y**  
J. Dunne (on behalf of J. Galbraith) **Y**

**The meeting was called to order at 7:01 by Mr. Walton**

**I      Open Public Meeting Act Statement**

“Notice of this meeting has been provided in accordance with the “Open Public Meeting Act” by:

1. Posting a notice on the bulletin board at the Library & Municipal complex
2. Faxing Sunshine Law Notice to the Courier Post and Township Clerk;
3. Posting on the Library Board web page

All of the above posting, filing and mailing have taken place on the 26<sup>th</sup> day of January 2016.

**II     Public Comment**

None

**III    Meeting Minutes**

### **Regular Meeting, May 25, 2016 and Regular Meeting, July 27, 2016**

The approval of the minutes was tabled due to a lack of attendance by a majority of the Trustees in attendance at the May, 26, 2016 and July 27, 2016 meetings.

#### **IV Financial Discussions**

- A. Cash Disbursements Analysis Report
- B. Cash Receipts Analysis Report
- C. June, July, August 2016 budget statements
- D. Invoices in excess of \$2,000

Ms. Dunne explained that the agenda needed to be amended to remove the invoice from EBSCO Information Services in the amount of \$6,825.00, as it had previously been approved by the Board. Ms. Dunne presented and explained two additional invoices for inclusion on the agenda:

An invoice in the amount of \$5,731.80 from Proquest LLC, in connection with the *New York Times* microfilm and digital microfilm package for the period December 2016 through November 2017.

An invoice in the amount of \$3,810.00 from NewsBank Inc. in connection with the *Philadelphia Inquirer* remote access subscription for the period October 2016 through September 2017.

A motion was made to amend the agenda to reflect these changes.

*Moved: Mr. Carew                      Second: Ms. Blair                      Vote 7-0 to approve*

A motion was made to approve the monthly financial statements.

*Moved by: Ms. Blair                      Second: Ms. Joyce                      Vote: 7-0 to approve*

#### **V Director's Report**

In Mr. Galbraith's absence, no Director's report was presented.

#### **VI Old Business**

Mr. Carew asked Ms. Dunne for an update on lighting and HVAC problems in the library. Ms. Dunne reported that lighting issues have been corrected but humidity throughout the building and low temperatures in the Children's area continue to be problems. Ms. Bertino suggested the addition of commercial-grade dehumidifiers in the library.

**VII New Business**

Ms. Dunne reported that the library is experiencing problems with the public wifi service. Mr. Carew will discuss this problem with Mr. Polkiewicz.

**VIII Resolutions (if necessary)**

None

**IX Public Comment**

Ms. Esche, the Principal Reference Librarian, relayed the need for the public to be able to contact the Library Board by email. Mr. Carew will ask Mr. Polkiewicz to set up a Library Board email address.

**X Closed Session**

A motion was made to enter closed session at 7:45 pm to discuss personnel issues.

*Moved: Mr. Carew                      Second: Ms. Blair                      Vote: 7-0 to approve*

A motion was made to endorse personnel changes as recommended by the Director.

*Moved: Mr. Carew                      Second: Mr. Walton                      Vote: 7-0 to approve*

A motion was made to come out of closed session at 7:54 pm.

*Moved: Mr. Carew                      Second: Ms. Blair                      Vote: 7-0 to approve*

**XI Adjournment**

A motion was made to adjourn the meeting at 7:55 pm.

*Moved: Mr. Carew                      Second: Ms. Joyce                      Vote: 7-0 to adjourn*

Next regular meeting is October 26, 2016 at 7 pm.