

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

OFFICIAL ACTION

Meeting Minutes

May 22, 2019

7:00 PM

In Attendance:

D. Bertino **Y**

J. Boren **Y**

J. Brownell **N**

J. Galbraith **Y**

M. Ginsberg **Y**

C. Joyce **Y**

S. LaGatta **N**

M. McMahon **Y**

B. Misselhorn **Y**

T. Neff **Y**

Guest: K. Quinton, representing the Friends of the Moorestown Library

The meeting was called to order at 7:05 pm by Ms. Bertino

I 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 & Municipal complex
2. Emailing a notice to the Philadelphia Inquirer
3. Posting on the Library Board web page

All of the above posting, filing and mailing having taken place on the 11th day of January 2019.

III Public Comment

Mr. Quinton, on behalf of the Friends group asked about status of uses for the café area. Ms. Bertino advised that she had been discussing the issue with the Ms. Olejarz of the Friends.

IV Meeting Minutes

Regular Meeting, April 17, 2019

A motion was made to approve the April 17, 2019 meeting minutes

Moved by: Ms. Ginsberg Second: Ms. Boren Vote: 4-3 (3 abstaining)

V Financial Discussions

A. Monthly Financial Statements

- a. Cash Receipts
- b. Cash Disbursement Analysis Report
- c. April 2019 Budget Statement
- d. Invoice(s) in excess of \$2,000.00

An invoice from EBSCO Information Services in the amount of \$7,898.00 in connection with the annual renewal of EDS, the EBSCO Discovery Service, for the period June 2019-May 2020.

A quote from DEMCO in the amount of \$2,644.10 in connection with the purchase and delivery of a double sided DVD display shelf unit for the Children's area to replace an old unit in disrepair.

Mr. Galbraith reviewed the financial statements, answered questions on same. He also presented the two invoices, detailed above, for approval to pay.

A motion was made to approve the monthly financial statements and invoices

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

VI Director's Report

Mr. Galbraith reviewed the Director's report including comments regarding ongoing issues with the telephone system. Mr. Neff advised that Mr. Polkiewicz is upgrading the software and that should eliminate some of the problems.

VII Old Business

Discussion and approval of Library Personnel Manual

Ms. McMahon asked some questions regarding some wording in parts of the text.

Mr. Galbraith clarified and offered to strike a sentence that was deemed not necessary. It was met with approval.

A motion was made to approve the new personnel handbook as amended

Moved by: Ms. Boren Second: Ms. McMahon Vote: 7-0 to approve

VIII New Business/Trustee Comments

Mr. Galbraith distributed a letter in which he announced his intention to retire from his position as Director of the Moorestown Library effective 1/1/20. Discussion was had on Next steps in order to fill the position.

Ms. Bertino discussed her meetings with the President of the Friends Board in holding a joint fund raising event. Proposed date is October 20, 2019 with a quartet from the Philadelphia Orchestra. Event is to be held at the Community House in the restored Library Room.

A brief discussion was had regarding the creation of a new strategic plan.

IX Public Comment

X Closed Session

XI Adjournment

A motion was made to adjourn the meeting at 8:25 pm.

Moved by: Ms. Boren Second: Ms. Misselhorn Vote: 7-0 to adjourn

The next regular meeting of the Board of Trustees is June 26, 2019 at 7 pm