

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Minutes**  
**March 15, 2020**  
**11:00 AM**

**Members in attendance:** Dee Bertino, Joan Serpico, Susan LaGatta, Beth Misselhorn, Micki Ginsberg, Caroline Joyce, Jamie Boren (via phone), Tom Merchel

**Members not in attendance:** Mary McMahan, Jackie Brownell

The meeting was called to order at 11:00 by Mrs. Bertino.

**Open Public Meetings Act Statement**

This meeting is an emergency meeting called to discuss Library policies in response to COVID-19 (Coronavirus). Due to the emergent need for the meeting as well as the current Public Health Emergency and State of Emergency declared by the Governor of the State of New Jersey, public notice was not provided.

**Library Status**

The Moorestown Library is currently closed until further notice.

Ms. Serpico informed Board members of the status of neighboring libraries (Princeton, Pennsauken, Cherry Hill, Haddonfield, Haddon Heights, Ocean County and Monmouth County are all currently closed).

Ms. Serpico discussed an initial list of tasks that library employees can work on from home. Each employee would work with their supervisor to develop a work from home plan. Staff plans on meeting at the library on Monday, March 16 to devise a plan for each department, including ways to track progress and outcomes. All employees will continue to be paid while the library is closed with the implementation of work from home arrangements. A few employees may work at the library and practice social distancing. Part-time employees may be given the option to not to work from home and would therefore not be paid, but would return to work when the library reopens.

Ms. Serpico stated that the library will provide messaging to Moorestown residents regarding the need for closure as well as library resources that are available to patrons from home. Ms. Serpico will look into possibly using more of the materials budget for online material during this time. Ms. Serpico also plans on looking into the possibility of mailing library materials to patrons.

Ms. Serpico distributed a copy of the of the State of New Jersey Civil Service Commission's "Guidelines for State Employee Leave Time and Staffing – COVID-19" (Version 2, March 12, 2020). These guidelines provide for alterations to existing work arrangements as well as leave time procedures. Ms. Serpico advised that the Moorestown Library is not governed by the State of New Jersey Civil Service Commission, but provided this information as a potential guide.

A motion was made by Mrs. Boren and seconded by Mrs. Misselhorn to adopt the guidelines provided in the State of New Jersey Civil Service Commission's "Guidelines for State Employee Leave Time and staffing – COVID-19" (Version 2, March 12, 2020). A roll call vote was taken.

VOTE: 6-0

ABSTAIN: 1 (Mr. Merchel)

Ms. Serpico noted that the next scheduled Board meeting is on March 25 and is currently still scheduled.

**Adjournment**

A motion was made to adjourn the meeting by Mr. Merchel at 12:10 pm and seconded by Mrs. Boren.  
VOTE: 7-0