

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***April 28, 2020***  
**7:30 PM**

**Members in attendance:** Dee Bertino, Jamie Boren, Joan Serpico, Caroline Joyce, Susan LaGatta, Beth Misselhorn, Mary McMahon, Tom Merchel, Micki Ginsberg, Jackie Brownell

**Members not in attendance:**

**Guest:**

**The meeting was called to order at 7:33 pm by Mrs. 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 24<sup>th</sup> day of April 2020.

**Public Comment**

None

**Meeting Minutes**

None

**Financial Discussions**

None

**Directors Report**

None

**New Business**

Webinar – Ms. Serpico, Ms. Bertino and Ms. McMahon

Mr. Merchel advised that the Mayor received word back from the governor's office that the administrative people can come in, for specific administrative tasks and janitorial only from a legislative aide in the governor's office.

Mr. Merchel provided a list of administrative people, all in the civil service system as professional as opposed to support. Support would be considered non-essential and professional could be administrative to come in for tasks. Ms. Bertino asked if professional staff was who wanted to come in to work but it was more support staff.

Ms. Bertino suggested that admin people can go in and we should not prevent them from going in to perform tasks to continue performing their job. We should also continue to include long term projects into what they are doing.

Ms. McMahon asked if we have our own attorney or if we use the township attorney. Mr. Merchel said that we have always used the township attorney.

Ms. Serpico cannot think of a long-term project that cannot be done from home. Supplies are being delivered to their homes (programming). Ms. Boren asked if the reference materials are being thinned out, and if librarians should be in the library doing that. Ms. Serpico said that it is being done via computer databases and that she believes there will be time between when staff can return to the building and when the public can to accomplish the physical task. Ms. Boren would like to be a little more proactive and not wait to exhaust all work at home options in case the time period between staff returning and patrons returning is not that great. She suggested that going to the library and performing some of the physical tasks may create more work at home options.

Ms. Bertino is concerned about our limited resources next year and maximizing what we do this year. We are fortunate to have the budget we have this year but need to be realistic and considerate of our fiduciary responsibility. We don't want to have to look back next year and say I wish we had....

Ms. McMahon asked Ms. Serpico if she was happy with the amount of work and projects being completed by the staff at this time, which Ms. Serpico is. Ms. McMahon said we hired Ms. Serpico to run the day to day of the library and rely on her to make sure that things were being accomplished, which she is doing. Ms. Serpico advised that a survey is being sent out to the community. Databases are being reviewed and usage on these databases. Decisions are being made on what to continue with and what to discontinue.

Reimagining spaces with regard to employee and patron safety. NJ task force formed regarding reopening plans, computer spacing and sanitation. Regarding supplies, Ms. Serpico advised all departments are procuring their own supplies from their own budgets.

Furloughs and layoffs are very complicated. RICE notices need to be issued prior to discussing any specific employee. It is something that the board will have to get more detailed information about when going into next year's budget, especially.

Ms. Serpico will be in touch with the Friends of the Library. A lot of the money they donate to the library is directed to programming. Since we have a lot less programming. Ms. Serpico will email Lynne Schill regarding how the money can be spent this year since we can't spend the money they way we originally intended.

Mr. Merchel asked Ms. Serpico if there is an issue with part time employees working more hours than their paid hours. Ms. Serpico assured him that this has been addressed and they are only working the hours they are being paid. Ms. Bertino asked if they were submitting time sheets for more hours than they would normally work. Ms. Serpico indicated that they are not requiring time sheets from every employee, but Ms. Serpico was hearing comments from employees that they were working more than they normally do.

Ms. Bertino asked if the lights could be shut off at the library at night, since there is no one there. Mr. Merchel suggested that it is possibly from the cleaning people, and that DPW has been asked to come out to shut them off during the day. Ms. LaGatta asked if daily cleaning was necessary, since it isn't being utilized. Mr. Merchel said that since they are under contract, they would still be coming out.

All thanked Ms Serpico for all of her work during the pandemic.

Mr. Merchel asked if Ms. Serpico could draft an opening plan and send it out before the meeting.

Ms. Serpico asked Ms. Brownell about the survey. Ms. Brownell will forward it to Dr. McCartney for his approval.

Book quarantining – 2-3 days. Mr. Merchel questioned a UV light for sanitizing. The police are utilizing them as well as EMS. Ms. Boren suggested contacting Mr. Knobbs of Fire District 2 for more information on who they contacted. Ms. Bertino asked if we could ask the Friends for help with book quarantining supplies. UV can be used for PPE and computer equipment as well.

### **Public Comment**

None

**Adjournment**

A motion was made to adjourn the meeting by Ms. Boren at 8:35pm and seconded by Mr. Merchel.

**VOTE: 9-0**

**The next meeting is Tuesday, May 22 at 7:00 pm**

**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.*

## **Directors Report**

**April 2020**

Staff have been working remotely since March 17. All staff receive daily morning updates and have been reporting weekly accomplishments via a Work from Home report form. All have become acclimated to Office 365 including email, teams, chat, forms and virtual meetings.

Some key accomplishments this month include:

- New chat reference (M-F 9-5) that allows patrons to ask questions in real time in addition to via email.
- New online library card application that allows Moorestown residents to receive a temporary library card in order to access digital resources while the library is closed.
- Thirty-three virtual story times created and posted by library staff including a Yoga Break video. (455 Story Time views!)
- Three confirmed virtual programs (College Prep) and other programs in the works.
- Daily social media posts to highlight resources and services as well as partnerships with non-profits (Moorestown Send a Smile and Moorestown Neighbors Helping Neighbors) and promoting Census participation.
- New Homeschooling and Learning at Home resources page.
- National Library Week Bingo for kids.
- Additional digital content available via Hoopla, OverDrive, Tumblebooks, Worldbook, Scholastic, Audible, AudioBookCloud, BookFlix, LightBox, PebbleGo, Capstone Interactive, International Children's Digital Library.

Planning for the future:

- We are preparing for what library service might look like once we reopen including investigating mailing items, curbside pickup or delivery.
- We have purchased a subscription to Zoom that will allow for virtual programming.
- Preparing to transition to new library calendar and museum pass reservation system.
- Staff have participated in dozens of self-training on resources, technology and skills.

**MOORESTOWN LIBRARY**  
**MARCH 2020**  
**ACTUAL VS 2019 BUDGET EXPENDITURES STATEMENT**

	2020 APPROVED BUDGET	2020 BUDGET YTD	JAN	FEB	MAR	YTD ACTUAL TOTAL	YTD Favorable/ (Unfavorable) Actual vs BUDGET	Notes:
<b>INCOME</b>								
Township Appropriation	1,558,606.00	371,971.00	123,990.33	123,990.33	123,990.33	371,970.99	(0.01)	
Supplemental Appropriation	-	-	-	-	-	-	-	
Building Expense	125,000.00	31,250.01	10,416.67	10,416.67	10,416.67	31,250.01	-	
State Aid	9,000.00	-	-	-	-	-	-	
Meeting Room Fees	500.00	125.00	80.00	50.00	50.00	180.00	55.00	
Interest	100.00	25.00	6.39	-	-	6.39	(18.61)	
Fines	15,000.00	3,750.00	1,758.35	1,161.65	501.00	3,421.00	(329.00)	
Lost Books	2,500.00	625.00	142.32	143.50	113.81	399.63	(225.37)	
Photocopy Machine	2,100.00	525.00	178.40	214.35	-	392.75	(132.25)	
Non-Resident, Replacement & Internet Card Fees	1,800.00	450.00	340.00	100.00	5.00	445.00	(5.00)	
Computer Printing	4,000.00	1,000.00	237.45	254.55	60.30	552.30	(447.70)	
Miscellaneous	1,000.00	250.00	6.10	109.60	-	115.70	(134.30)	
Book Sales	7,500.00	1,875.00	98.50	57.00	63.05	218.55	(1,656.45)	
<b>TOTAL INCOME</b>	<b>1,727,106.00</b>	<b>411,846.01</b>	<b>137,254.51</b>	<b>136,497.65</b>	<b>135,200.16</b>	<b>408,952.32</b>	<b>(2,693.69)</b>	
<b>EXPENSES (PERSONNEL)</b>								
Salaries	788,700.00	187,175.00	59,153.47	59,433.46	53,413.30	172,000.23	15,174.77	
FICA	60,337.00	15,084.25	4,516.81	4,595.22	4,316.19	13,428.22	1,656.03	
State Assessments	628.00	157.00	62.63	63.64	60.69	186.96	(29.96)	
PERS	99,465.00	99,465.00	-	-	99,465.00	99,465.00	-	
DCRP	5,584.00	1,396.00	397.30	450.68	-	847.98	548.02	
Workman's Comp & other Ins.	111,927.00	27,981.63	139.06	157.71	27,981.63	28,278.40	(296.77)	
Group Health Insurance	189,557.00	41,787.03	13,086.61	13,720.67	15,426.52	42,233.80	(446.77)	
Dental Insurance	5,031.00	1,094.73	314.22	363.40	435.01	1,112.63	(17.90)	
Prescription Plan	16,622.00	3,624.08	1,080.36	1,150.90	1,150.90	3,382.16	241.92	
Vision	1,350.00	337.50	150.00	-	-	150.00	187.50	
<b>PERSONNEL EXPENSES</b>	<b>1,279,201.00</b>	<b>378,102.22</b>	<b>78,900.46</b>	<b>79,935.68</b>	<b>202,249.24</b>	<b>361,085.38</b>	<b>17,016.84</b>	
<b>EXPENSES (OPERATING)</b>								
Library Materials	125,000.00	31,250.00	7,117.45	11,417.52	3,482.46	22,017.43	9,232.57	
Supplies	18,500.00	4,625.00	932.36	2,057.67	233.87	3,223.90	1,401.10	
Postage	3,300.00	400.00	351.60	36.22	43.52	431.34	(31.34)	
Telephone	-	-	-	-	-	-	-	
Travel and Conference	8,000.00	2,000.00	53.15	20.00	-	73.15	1,926.85	
Audit	5,000.00	-	-	-	-	-	-	
Photocopy Services	11,000.00	2,750.00	641.40	856.64	641.40	2,139.44	610.56	
Computer Services	116,300.00	44,000.00	6,323.66	35,495.25	143.40	41,962.31	2,037.69	
Payroll Services	14,000.00	1,000.00	504.42	121.15	242.30	867.87	132.13	
Bank Fees	2,850.00	712.50	307.19	-	-	307.19	405.31	
Miscellaneous	16,650.00	1,662.50	319.00	-	-	319.00	1,343.50	
Legal	-	-	-	-	-	-	-	
Building Expense	125,000.00	-	-	-	-	-	-	
<b>OPERATING EXPENSES</b>	<b>445,600.00</b>	<b>88,400.00</b>	<b>16,550.23</b>	<b>50,004.45</b>	<b>4,786.95</b>	<b>71,341.63</b>	<b>17,058.37</b>	
Board Approved Expenses	-	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>1,724,801.00</b>	<b>466,502.22</b>	<b>95,450.69</b>	<b>129,940.13</b>	<b>207,036.19</b>	<b>432,427.01</b>	<b>34,075.21</b>	
<b>INCOME (LOSS)</b>	<b>2,305.00</b>	<b>(54,656.21)</b>	<b>41,803.82</b>	<b>6,557.52</b>	<b>(71,836.03)</b>	<b>(23,474.69)</b>	<b>31,181.52</b>	
Opening Balance (Allocated Reserves)			380,205.23	422,009.05	428,566.57			
Income			137,254.51	136,497.65	135,200.16			
Available Balance			517,459.74	558,506.70	563,766.73			
Less Expenses			95,450.69	129,940.13	207,036.19			
<b>Closing Balance</b>			<b>422,009.05</b>	<b>428,566.57</b>	<b>356,730.54</b>			

