

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***November 18, 2020***  
**7:00 PM**

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

**Members not in attendance:**

**The meeting was called to order at 7:03 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 16<sup>th</sup> day of November 2020.

**Public Comment**

None

**Meeting Minutes**

A motion was made by Ms. McMahon and seconded by Ms. Joyce to accept the minutes of the meeting on September 23, 2020.

**VOTE: 8 - 0**

**ABSTAIN: -**

A motion was made by Ms. McMahon and seconded by Ms. Joyce to accept the minutes of the meeting on October 28, 2020.

**VOTE: 8 - 0**

**ABSTAIN: -**

## **Financial Discussions**

### **1. Cash Disbursements Analysis Report**

A motion was made by Ms. Boren and seconded Ms. Misselhorn to approve the Cash Disbursements Analysis Report.

**VOTE: 8 - 0**

### **2. Cash Receipts Analysis Report**

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

**VOTE: 8 - 0**

### **3. August 2020 Budget Statement**

A motion was made by Ms. Boren and seconded by Ms. McMahon to approve the July 2020 Budget Statement.

**VOTE: 8 - 0**

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

A motion was made by Ms. McMahon and seconded by Ms. Ginsberg to approve an invoice from NewsBank, Inc. in the amount of \$4203.00 in connection with the annual renewal of the online and microfilm subscription to the Philadelphia Inquirer for the period of 10/2020 - 09/2021.

**VOTE: 8 - 0**

## **Directors Report**

See Attached.

Friends of the library had a successful pop-up \$5.00 bag book sale. 20 bags sold in 45 minutes and 18 more bags were made.

There have been over 100 Friends of the Library renewals within the first 10 days of the letters going out, which is well ahead of where they normally are.

## **Old Business**

Strategic Plan -

Ivy Group would not be able to make a site visit but, LSD would be able to make a site visit. Due to Covid, a strategic plan created now would not necessarily be useful, as we are not under normal operations. Ms. Serpico got direction from the State Library the we can wait until we are on the other side of Covid to incur such a great expense.

## **New Business/Trustee Comments**

Mold Remediation –

Insurance does not cover mold remediation. 3 quotes were submitted to perform the work as advised by Hillman Consulting. Based on how the work will be performed as outlined in the quotes, National Restoration and Facility Services was selected to perform the work, which should take 3-4 days. They will perform all work quoted minus the ozone treatment, as advised by Hillman Consulting.

A motion to approve an expenditure in the amount of \$12,491.88 for mold remediation with National Restoration and Facility Services was made by Ms. Boren and seconded by Ms. Misselhorn.

**VOTE: 8 – 0**

RFDI –

The benefits of RFDI are locating lost books within the library, locating books by populating lists for displays, self-checkout. The Friends of the Library currently pay for our self-checkout machine. Ms. Serpico will see if they are interested in continuing this with the new system.

A motion was made to approve an expenditure in the amount of \$32,804.97 SHI International Corp. for the purchase of a RFDI system by Ms. Boren and seconded by Ms. Joyce.

**VOTE: 7-1**

2021 Holiday Schedule – See attached.

A motion was made by Ms. McMahon and seconded by Ms. Ginsberg to approve the 2021 Holiday Schedule.

**VOTE: 8 - 0**

### **Public Comment / Trustees Comments**

Covid – If there are any changes or updates to the status of libraries, an emergency meeting will be called.

Café update - Awaiting proposal from Mr. Schill. Ms. Bertino and Ms. Serpico met with him to look over the space.

### **Adjournment**

A motion was made to adjourn the meeting by Mr. Merchel at 8:33 pm and seconded by Ms. Misselhorn.

**VOTE: 8 - 0**

**The next meeting is Wednesday, December 16, 2020 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.*

## Director's Report November 2020

### **COVID-19 related items:**

Executive Order 192 mandates that employers conduct daily health checks of employees. Staff have been self-administering temperature checks and verifying that they do not have COVID symptoms at each shift. To facilitate this and in preparation for a possible requirement to check patron temperatures before entering, the library will be ordering a touchless temperature check-in station.

### **Catalog enhancement upgrade:**

#### **Story Time at Home:**

Children's Department created Story Time at Home bags to continue to help families build kindergarten readiness skills. The Story Time at Home bags contain 9 themes for 9 weeks. Each theme includes a video of a Moorestown librarian reading a book accessible from the Story Time Channel, an online book that can be accessed via BookFlix, worksheets that can be accessed via Teachables and materials for a craft. 75 bags were distributed in the fall. Winter Story Time at Home will begin on January 4.

#### **Moorestown Library in the news:**

Literacy NJ Burlington County spotlighted Moorestown Library services in their newsletter and *Moorestown Living* will feature the library in its December issue and reserve space in subsequent issues for library news.

Response from Public Works regarding HVAC: Trane roof top units were installed with UV bulbs in the duct system, which has been shown to kill viruses and bacteria. Trane states they are under warranty and will be verifying that all are operational.

The library will be upgrading our catalog enhancement via Syndetics from Classic (\$1000) to Unbound (\$2500). This will provide additional information in the catalog including author information and recommended future titles. It also includes a book display widget so the library can display select book covers on the website to highlight and group titles for readers.

Moorestown Library

2021 Holiday Schedule (Draft)

January 1	New Year's Day
January 18	Martin Luther King's Birthday
February 15	President's Day
April 2	Good Friday
May 31	Memorial Day
July 5	Independence Day (observed)
September 6	Labor Day
November 11	Staff Training Day
November 25	Thanksgiving Day
November 26	Day after Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve (close at 1 pm)