

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
December 16, 2020
7:00 PM

Members in attendance: Dee Bertino, Jackie Brownell, Micki Ginsberg, Caroline Joyce, Mary McMahon, Beth Misselhorn, Joan Serpico,

Members not in attendance: Jamie Boren, Tome Merchel

The meeting was called to order at 7:04 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 14th day of December 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 November 18, 2020.

VOTE: 6-0

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 6 - 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: 6 - 0

3. November 2020 Budget Statement

A motion was made by Ms. Joyce and seconded by Ms. Misselhorn to approve the November 2020 Budget Statement.

VOTE: 6 - 0

4. Invoices in Excess of \$2,000.00

A motion was made by Ms. McMahon and seconded by Ms. Gonsberg to approve an invoice from National Restoration and Facilities Services in the amount of \$11,231.28 in connection with the mold remediation in the Reference Office and Special Collections Room.

VOTE: 6 – 0

A motion was made by Caroline and seconded by Mary to approve the invoice from Hillman Consulting in the amount of \$2,238 for microbial and moisture investigation in the Reference Office and Special Collections Room.

VOTE: 6 - 0

A motion was made by Ms. Ginsberg and seconded by Ms. McMahon to approve an invoice from EBSCO \$8304.80 for annual magazine subscription renews.

VOTE: 6 - 0

A motion was made by Ms. Joyce and seconded by Ms. McMahon to approve the invoice from Innovative Interface for the Sierra renewal in the amount of \$37,270.01

VOTE: 6 - 0

A motion was made by Ms. Misselhorn and seconded by Ms. Brownell to approve the invoice from Pro Quest for the New York Times renewal in the amount of \$6544.26.

VOTE: 6 - 0

A motion was made by Ms. McMahon and seconded by Ms. Joyce to approve invoice from Dell Marketing for computers and related items in the amount of \$10,724.67.

VOTE: 6 - 0

A motion was made by Ms. McMahon and seconded by Ms. Misselhorn to approve invoice from Pro Quest in the amount of \$2500.00 for Syndetics Unbound upgrade.

VOTE: 6 - 0

A motion was made by Ms. Ginsberg and seconded by Ms. Joyce to approve the invoice from SHI in the amount of \$32,804.97 for RFDI and related items.

VOTE: 6 - 0

A motion was made by Ms. McMahon and seconded by Ms. Misselhorn to approve the invoice to Demco in the amount of \$5904.01 for booktrucks, book displays and label writers.

VOTE: 6 - 0

A motion was made by Ms. Joyce and seconded by Ms. Misselhorn to approve the invoice for OCLC in the amount of \$2600.00 for CapiraReady and Self-checkout.

VOTE: 6 - 0

A motion was made by Ms. Ginsberg and seconded by Ms. Brownell to approve the invoice from Midwest Tape in the amount of \$6000.00 for the renewal of Hoopla.

VOTE: 6 - 0

Directors Report

See Attached.

Old Business

None

New Business/Trustee Comments

None

Resolution

Ms. Joyce presented the Resolution Establishing the Capital Fund to make the Friends' Book Room based on estimate from Grace Construction. * See Schedule 1 Attached

Township of Moorestown Free Public Library RESOLUTION ESTABLISHING CAPITAL EXPENSE PLAN AND RESERVING FUNDS

WHEREAS, the Moorestown Library Board of Trustees (the "Board" or the "Trustees") has identified a needed capital improvement project within the Moorestown Public Library (the "Library") as set forth on the attached Schedule 1 (the "Capital Project"); and

WHEREAS, the Trustees have determined that the Capital Project will contribute to the provision of efficient and effective library services to the public, and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for the Capital Project.

NOW, THEREFORE, BE IT RESOLVED by the Moorestown Library Board of Trustees that the amount of \$24,847.00 be and hereby is restricted for the completion of the Capital Project.

Roll Call Vote:

Ms. Bertino:	Yes
Ms. Misselhorn:	Yes
Ms. Ginsberg:	Yes
Ms. McMahan:	Yes
Ms. Brownell:	Yes
Ms. Joyce:	Yes

Public Comment / Trustees Comments

Joan B is very impressed by Ms. Serpico and all the changes at the library wished her a Happy Anniversary. Dee thanked Joan for all her hard work during the pandemic.

Adjournment

A motion was made to adjourn the meeting by Ms. Misselhorn at 8:21 pm and seconded by Ms. McMahon.

VOTE: 6 - 0

The next meeting is Wednesday, January 27, 2021 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 December 2020

Mold update

The Special Collections Room and the Reference Office have been cleared of mold, retested and the collection materials are being re-shelved. A dehumidifier is running in the Special Collections Room.

COVID update

In addition to daily health checks, staff are adding scheduled cleaning of high touch areas to their list of tasks to prevent the spread of COVID-19. We have seen an increase in patrons interested in working in the library since Thanksgiving.

Programming updates

The Children's Department hosted four 3rd grade online field trips and provided 249 Grab 'n Go crafts. The Reference Department hosted 31 virtual program sessions for 324 attendees in November.

RFID (Radio Frequency Identification)

The self-check kiosk and RFID equipment will arrive later this month. Staff training and tagging of the collection will begin in January. This will provide more efficient circulation and improved collection management.

Schedule 1

Township of Moorestown Free Public Library - Capital Project ("Friends Book Room")

The Moorestown Library's current building was constructed in 2013/2014 and has approximately 160 square feet of unfinished space at the front of the building (which is walled off from the rest of the library). Finishing this space would enable the Library to have a used book store (the "Friends Book Room"), to be operated by the Friends of the Moorestown Library. The book store would be open to the public at designated times and would provide ongoing revenue for Library programs and materials that would enhance library services and benefit all patrons.

Three Year Capital Plan - "Friends' Book Room" (Estimated)

	Current Budget Year (2020) (Projected)	2021 (Projected)	2022 (Projected)	2023 (Projected)
Construction/ Supervision	\$0	\$22,339	\$0	\$0
Insurance, Permits & Fees	\$0	\$2,508	\$0	\$0
TOTAL	\$0	\$24,847	\$0	\$0