

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***December 14, 2021***  
**7:00 PM**

**Members in attendance:** Kevin Aberant, Dee Bertino, Jamie Boren, Jackie Brownell, Micki Ginsberg, Caroline Joyce, Beth Misselhorn, Christine Sprigel, Joan Serpico

**Members not in attendance:** Mary McMahan

**The meeting was called to order at 7:02pm 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 13<sup>th</sup> day of December 2021.

**Public Comment**

None

**Meeting Minutes**

A motion was made by Ms. Sprigel and seconded by Ms. Joyce to accept the minutes of the meeting on November 17, 2021.

**VOTE: 5 – 0**

**Abstain: Mr. Aberant, Ms. Bertino, Ms. Brownell**

**Financial Discussions**

**1. Cash Disbursements Analysis Report**

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

**VOTE: 8 – 0**

**2. Cash Receipts Analysis Report**

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

**VOTE: 8 – 0**

**3. November 2021 Budget Statement**

A motion was made by Mr. Aberant and seconded by Ms. Joyce to approve the November 2021 Budget Statement.

**VOTE: 8 – 0**

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

1. A motion was made by Ms. Boren and seconded by Ms. Misselhorn to approve an invoice from Innovative Interfaces, Inc in the amount of \$39,580.75 in connection with the annual renewal of the maintenance contract for Sierra library operating system software for 2022 (March 1, 2022-February 28, 2023) The balance can be moved to pay for Polaris once it is implemented.

**VOTE: 8 -0**

2. A motion was made by Ms. Boren and seconded by Ms. Misselhorn to approve an invoice from ProQuest, LLC in the amount of \$2,500.00 in connection with the Syndetics Unbound upgrade package for catalog enhancement.

**VOTE: 8 – 0**

### **Directors Report**

See Attached.

### **Old Business**

#### **Revised Holiday Schedule**

A motion to approve the revised holiday schedule attached reflecting the 9 paid holidays with 2 floating holidays was made by Mr. Aberant and seconded by Ms. Misselhorn.

**VOTE: 8 – 0**

#### **Strategic Planning**

A visioning meeting is scheduled for January 18<sup>th</sup> at 7:00pm

### **New Business/Trustee Comments**

#### **2022 Board of Trustees Meeting Schedule**

The Moorestown Library Board of Trustees will meet the 4<sup>th</sup> Wednesday of the month, except for November and December, when they will meet the 3<sup>rd</sup> Wednesday of the month.

#### **Preapproval for Purchase**

A motion was made by Ms. Boren and seconded by Mr. Aberant to preapprove a \$49,450 annual expenditure with Polaris (replacement ILS) with 3.5% increase per year to replace Sierra.

**VOTE: 8 – 0**

### **Budget Sub-Committee**

All members of the board present at the meeting are in favor of creating a budget sub-committee to meet with Ms. Serpico and Ms. Campbell to go over the details of the budget to facilitate the overall budget process for the board. The members of the board who have agreed to serve on the subcommittee are Ms. Boren, Ms. Joyce, and Ms. Sprigel. They will meet with Ms. Serpico and Ms. Campbell prior to the next board meeting with the goal of being able to sufficiently advise and make thoughtful recommendations to the entire board regarding the budget.

### **Resolutions**

2021-5 See attached.

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

None

### **Adjournment**

A motion was made to adjourn the meeting by Ms. Boren at 8:20pm and seconded by Ms. Ginsberg.

**VOTE: 8 - 0**

**The next meeting is Wednesday, January 26, 2022 at 7:00pm.**

### **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 15, 2021

### **Staff:**

Elite Law, a valuable FT Library Assistant at the Circulation Desk, announced her retirement and will be leaving at the end of 2021. She will be missed. Interviews were conducted for the PT Accounting Clerk position and Renee Munoz was selected and accepted the job. She was most recently employed as an accounting associate with the Bayada Home Health Care. We expect she will be starting in January 2022. Interviews continue for the PT Teen/Children's Librarian. Performance evaluations for all staff are scheduled to be completed by mid-January 2022.

### **Proposal - Polaris as new ILS:**

Staff have identified an Integrated Library System (catalog) that functions better for patrons and staff, streamlining workflows and making searching easier for patrons with a more attractive interface. Polaris costs \$49,450 annually vs Sierra (our current ILS) which is \$42,775.76 a year. Polaris has offered a free upgrade which will include more modules if we commit to purchase by end of 2021 with implementation in 2022. (The increased cost would begin after implementation.)

### **Friends of the Library:**

The Friends held their Coffee Table Book and Media sale on November 27. They made \$1,519 at the sale and another \$1,122 with a book dealer. They are working with contractors to move the Friends Book Room project along.

### **Building:**

A toddler play cube and a wooden interactive wall unit have been added to the Sean Fischel room.

### **TrueFlix Reading Challenge:**

Students in grades 2-6 read ten books in November on TrueFlix and wrote summaries in ReadSquared. Twenty children participated and eleven completed the challenge. The challenge dramatically increased usage of TrueFlix.

### **Strategic Plan:**

The site visit originally scheduled for December 9 has been postponed to December 22.

### **Holiday collections at the library:**

The Moorestown community has been giving generously to these collections this month.

**Project Night Night:** Lion's Heart of Moorestown (blankets and stuffed animals)

**Toys for Tots:** Golden Eagle Community Band (new toys)

**Tree of Warmth:** Moorestown Library (gloves, hats, scarves)

## Moorestown Library

### 2022 Closings and Holiday Schedule

New Year's Day – Saturday, 01-01-22 (Library closed Dec 31, 2021 – paid holiday in 2021)

\*MLK Day – Monday, 01-17-2022

\*President's Day – Monday, 02-21-2022

\*Good Friday – Friday, 04-14-2022

\*Memorial Day – Monday, 05-30-2022

\*Independence Day – Monday, 07-04-2022

\*Labor Day – Monday, 09-05-2022

Staff Training Day – Friday, 11-11-2022

\*Thanksgiving Day – Thursday, 11-24-2022

\*Thanksgiving Friday – Friday, 11-25-2022

Christmas Eve – Saturday, 12-24-2022

\*Christmas Day – Sunday, 12-25-2022 (Library closed Monday, 12-26-2022)

New Year's Day – Sunday, 01-01-2023 (Library closed Monday, 01-02-2023- paid holiday in 2023)

\*Indicates paid holidays in 2022.

REVISION - In addition, 2 "floating holidays" to compensate for Nov 11, Veteran's Day and New Year's Day 2022.

**RESOLUTION NO. 2021-5**

**ESTABLISHING CAPITAL EXPENSE PLAN AND RESERVING FUNDS**

WHEREAS, the Moorestown Library Board of Trustees (the "Board" or the "Trustees") has undertaken an analysis of the capital improvement needs of the Moorestown Library (the "Library"); and

WHEREAS, the Board has identified several needed capital improvement projects more specifically set forth on the attached Schedule 1 (the "Capital Projects"); and

WHEREAS, the Trustees have determined that the Capital Projects 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 future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED by the Moorestown Library Board of Trustees that the amount of \$41,988.13 will be set aside for a total of \$66,835.13 which includes \$24,847 previously allocated and is hereby restricted for the completion of the Capital Projects.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on December 14, 2021.

**BOARD OF TRUSTEES  
MOORESTOWN LIBRARY**

  
JAMIE BOREN, SECRETARY

  
DEANNE BERTINO, PRESIDENT

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Deanne Bertino		x			
Jamie Boren		x			
Jackie Brownell		x			
Micki Ginsberg		x			
Caroline Joyce		x			
Mary McMahon					x
Beth Misselhorn		x			
Christine Spigel		x			
Kevin Aberant		x			