

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***January 26, 2022***  
**7:00 PM**

**Members in attendance:** Kevin Aberant, Dee Bertino, Jamie Boren, Jackie Brownell, Caroline Joyce, Mary McMahon, Beth Misselhorn, Christine Spigel, Joan Serpico

**Members not in attendance:** Micki Ginsberg

**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 24<sup>th</sup> day of January 2022.

**2022 Board of Trustees**

**1. Nominations and Election of Trustee Officers for 2022**

**a. President**

A nomination was made by Ms. Boren and seconded by Mr. Aberant for Ms. Bertino.  
No other nominations were made.

**VOTE: 8-0**

**b. Secretary**

A nomination was made by Ms. Bertino and seconded by Ms. Misselhorn for Mrs. Boren.  
No other nominations were made.

**VOTE: 8-0**

**c. Treasurer**

A nomination was made by Ms. Boren and seconded by Ms. Bertino for Ms. Joyce.  
No other nominations were made.

**VOTE: 8-0**

**Public Comment**

None

**Meeting Minutes**

Meeting minutes from the December meeting were tabled until the next meeting.

## **Financial Discussions**

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

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

**VOTE: 8 – 0**

### **3. 2021 Year End Budget Statement**

A motion was made by Mr. Aberant and seconded by Ms. Boren to approve the 2021 Year End Budget Budget Statement.

**VOTE: 8 – 0**

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

1. A motion was made by Mr. Aberant and seconded by Ms. Joyce to approve an invoice from Corporate Facilities of NJ for \$2,614.98 for office furniture and installation for Adult and Youth Services office. (Preapproved Oct 27, 2021)

**VOTE: 8 -0**

2. A motion was made by Mr. Aberant and seconded by Ms. McMahon to approve an invoice from Corporate Facilities of NJ for \$2,407.19 for storage furniture and installation in IT Lab. (Preapproved Oct 27, 2021)

**VOTE: 8 – 0**

2. A motion was made by Mr. Aberant and seconded by Ms. Joyce to approve an invoice for \$13,812.96 from Dell Marketing for 12 computers and monitors. (Preapproved Oct 27, 2021)

**VOTE: 8 – 0**

### **3. Bequests and Donations 2021 Final Report**

A motion was made by Mr. Aberant and seconded by Ms. Misselhorn to approve the Bequests and Donations 2021 Final Report.

**VOTE: 8 – 0**

## **Directors Report**

See Attached.

## **Old Business**

None

## **New Business/Trustee Comments**

### **Study Room Policy**

A motion was made by Ms. Boren and seconded by Ms. Misselhorn to adopt the drafted Study room policy to be published on the Moorestown Library website.

**VOTE: - 8 – 0**

*Draft attached*

### **Going Fine Free**

A fair number of the board members have watched the NJLA check-in regarding the advantages of going fine free. Those that have not yet watched it have agreed to watch it for further discussion. The board agrees at this point that we would like Ms. Serpico to proceed with gathering more information to present a detailed plan which will weigh the pros and cons and look at all aspects of what going fine free will mean for Moorestown Library. Ms. Serpico will re-share the link to the NJLA check-in with all board members.

## **2022 Budget**

Ms. Serpico presented the board with the 2022 Budget and salary schedules. Ms. Campbell was on hand to also answer questions. Ms. Joyce advised the board, with some input from Ms. Sprigel and Ms. Boren, that the sub-committee meeting was incredibly thorough and that their recommendation be to approve the budget as presented.

A motion was made at 7:48pm by Ms. Joyce and seconded by Ms. Boren to enter closed session in order to discuss the salary schedule for the 2022 budget.

**VOTE: 8 – 0**

A motion was made at 8:03pm by Mr. Aberant and seconded by Ms. McMahon to leave closed session.

**VOTE: 8 - 0**

## **Resolutions**

1. A motion was made by Ms. Sprigel and seconded by Ms. Joyce to adopt resolution 2022-1, as amended.

### **See attached**

Resolution to Adopt the 2022 Budget for the Moorestown Library

2. A motion was made by Ms. McMahon and seconded by Mr. Aberant to adopt resolution 2022-2, as amended.

### **See attached**

Resolution to Adopt the 2022 Salary Schedule for the Moorestown Library

3. A motion was made by Mr. Aberant and seconded by Ms. Misselhorn to adopt resolution 2022-3.

**See attached**

Resolution to Sell Surplus on Gov Deals

**Public Comment / Trustees Comments**

None

**Adjournment**

A motion was made to adjourn the meeting by Mr. Aberant at 8:13pm and seconded by Ms. Boren.

**VOTE: 8 - 0**

**The next meeting is Wednesday, February 23, 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

January 2022

2020 continued to be a challenging year due to pandemic limitations and staff shortages, but staff provided excellent service, resources and programs and patrons returned!

### **Library by the Numbers – 2021**

Visitors: 77,350 (59,509 in 2020)

Programs: 469 (464) and attendance: 13,489 (8,935)

Card holders

Active card holders (accounts that are not expired): 6,094 (6,578)

New cards in 2021: 843 (493)

Non-resident active card holders: 127 (37)

New non-resident cards in 2021: 16 (16)

Library users accessed internet (minus wireless): 2,725 (2,315)

Items in the collection: 107,200 (118,232)

Items borrowed, downloaded, or streamed: 123,329 (93,312)

Physical items borrowed: 95,898 (66,855)

Digital items borrowed: 26,465 (24,459)

Overdrive: 10,627 (13,912)

Hoopla: 7,406 (7,102)

Book Flix: 3,465 (1,582)

Teachables: 1,056 (933)

True Flix: 2,272 (472)

Tumblebooks: 297 (300)

Kanopy: 1,342 (158 Oct-Dec)

Online learning sessions: 966 (1,998 July-Dec)

Lynda/LinkedIn Learning: 537 (1,619)

Universal Class: 201 (185)

Creative Bug: 228 (194)

Weeding (items discarded): 12,680 (7,707)

Virtual and in-person story time: 74 (90) sessions, 1,972 (1,781) attendees

2,273 Story Time Channel Views

Summer reading: 660 (325) participants

Volunteers: 147 (87) Volunteer hours: 927 (879)

Social media followers- Facebook: 1,890 (1,681) and Instagram: 1,007 (361)

## Study Room Policy (Draft)

*Approved (date)*

The Moorestown Library Study Rooms are intended for work for 1-2 persons.

Groups will adhere to the Library Patron Conduct Policy and keep noise levels consistent with the proper atmosphere of the Library. Any materials left in the room will be moved to Lost and Found at the Circulation Desk.

Users of the study room must clean up after themselves and leave the room in good condition. The person who reserved the room is responsible for the orderly conduct of the group and is liable for any damage to library property and/or equipment. Failure to abide by library rules and policies may result in termination of study room privileges.

Tables and chairs may not be moved into or removed from the study room without permission from staff. The door may not be blocked, and the window may not be covered. Children under the age of 14 are not permitted to use the study room without someone older than 14.

### **Reservations:**

The patron reserving the room must be 14 or older and part of the group using the room. Use of the study room is limited to two hours per session. A group may sign up for one session per day. A canceled session does not count for that day. At the end of the session, if no other group has reserved the room, a group may reserve it for an additional session.

- Individuals using the study room without reserving it will be asked to leave.
- Reservations may be made in-person, through the library's website, or by calling the Reference Desk. Patrons will be asked to provide their name, email address, and the date and time they wish to reserve the room.
- Reservations may be made up to fourteen days in advance. A maximum of six advanced reservations may be made at once.
- Reserved rooms will be held 15 minutes beyond the reservation time. Patrons who are unable to keep their reservation are asked as a courtesy to contact the Reference Desk so that the room may be made available to others. Repeated no-shows may result in the loss of study room privileges.
- A vacated room will be considered abandoned after 15 minutes and assigned to the next group.
- The library reserves the right to assign the study room for library-sponsored programs or meetings.

**RESOLUTION NO. 2022-1**

**RESOLUTION TO ADOPT THE 2022 BUDGET  
FOR THE MOORESTOWN LIBRARY BOARD OF TRUSTEES**

**BE IT RESOLVED**, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, that the 2022 budget be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 26, 2022.

**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
Carolyn Joyce	2nd	x			
Mary McMahon		x			
Beth Misselhorn		x			
Christine Spirgel	x	x			
Kevin Aberant		x			

**RESOLUTION NO. 2022-2**

**RESOLUTION TO ADOPT THE 2022 SALARY SCHEDULE  
FOR THE MOORESTOWN LIBRARY BOARD OF TRUSTEES**

**BE IT RESOLVED**, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, that the 2022 salary schedule be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 26, 2022.

**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
Carolyn Joyce		x			
Mary McMahon	x	x			
Beth Misselhorn		x			
Christine Spirgel		x			
Kevin Aberant	2nd	x			



**RESOLUTION NO. 2022-3**

**RESOLUTION AUTHORIZING MOORESTOWN LIBRARY TO SELL SURPLUS ON GOVDEALS**

WHEREAS, the Moorestown Library is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Library is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com.
- (2) The sale will be conducted online, and the address of the auction site is govdeals.com
- (3) The sale is being conducted pursuant to Electronic Procurement Rules. R.2021 d.031 (53 N.J.R. 501(a))
- (4) A list of the surplus property to be sold is attached as attachment A.
- (5) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning the use of said surplus property.
- (6) The Library reserves the right to accept or reject any bid submitted.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 26, 2022.

**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	2nd	x			
Christine Spiregel		x			
Kevin Aberant	x	x			