

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
April 27, 2022
7:00 PM

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

Members not in attendance: Jamie Boren

The meeting was called to order at 7:02 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 25th day of April 2022.

Public Comment

Lynne Schill – There was a slight delay on the drawings to Grace Construction. ETA for completion is 6-8 weeks for gate that needs to be ordered. Work will be performed while on order.

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 9 - 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: 9 - 0

3. March 2022 Budget Statement

A motion was made by Ms. Boren and seconded by Ms. Misselhorn to approve the March 2022 Budget Statement.

VOTE: 9 - 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 in the amount of \$3000.00 from Holt McNally and Associates for the progress billing for the audit Statements of the Moorestown Public Library.

VOTE: 9 – 0

Directors Report

See Attached.

Old Business

Circulation Policy – Draft (see attached)

- Non-resident fee to remain \$100.00
- A 50% discount to senior citizens (65+), Active Military and First Responders will be offered for non-residents
- Verbiage will be added in paragraph L. regarding Interlibrary loans that any fine incurred for the late return of an interlibrary loan will result in the fine being passed on tom the patron.

The updated policy will be voted on next month to be implemented within a few weeks of being passed by the board.

New Business/Trustee Comments

None

Resolutions

1. A motion was made by Ms. McMahon and seconded by Mr. Aberant to adopt resolution 2022-5.

See attached

Resolution to Sell Surplus on Gov Deals

Public Comment / Trustees Comments

None

Adjournment

A motion was made to adjourn the meeting by Ms. Boren at 7:44 pm and seconded by Ms. Misselhorn.

VOTE: 9 - 0

The next meeting is Wednesday, May 25, 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

April 27, 2022

Strategic Plan Update:

The survey has received over 530 responses. The Library launched a new weekly e-newsletter in April, per the suggestion of Library Development Solutions.

Northstar Digital Literacy:

This resource launch at the end of March and provides online assessments and instruction for basic computer skills. This is made available through a grant from the New Jersey State Library.

Sensory Play Packs:

The Library now offers three Sensory Play Packs for check out: Under the Sea, Let's Build and To the Moon. Sensory Play is known to benefit children of all ages, in addition to children with sensory processing disorders or autism spectrum disorder. Playing with toys or objects that engage different senses allows children to become comfortable with different textures, visuals, or sounds in a safe environment where they can explore at their own pace. Sponsored by the Friends of the Library

Shelf ready library materials:

Considering impending retirements in the Technical Services Department, we are investigating the costs for shelf ready library materials with Baker and Taylor and Ingram.

McNaughton:

The Library will be discontinuing its contract for a book rental service via McNaughton since it is no longer cost effective.

Baby Time, Story Time, Toddler Time, Move-and-Groove:

Weekly story times are in full swing:

MONDAYS:

Baby Time (birth – 2 years) 10 am – indoors

Toddler Time (ages 2-4) 10:45 am - indoors

TUESDAYS:

Story Time (ages 3+) 10 am – indoors AND 2:30 pm – outdoors

WEDNESDAYS:

Move 'n Groove (ages 2+) 4:15 pm – indoors

THURSDAYS:

Story Time (ages 3+) 10 am – indoors

LibraryLinkNJ Executive Board

Library Director, Joan Serpico, has been selected to serve on the LibraryLinkNJ Executive Board.

Revised 4/23/2022

Micki Gundry

MOORESTOWN LIBRARY

CIRCULATION POLICY

DRAFT – revised 4.20.2022

Libraries are built on a foundation of trust and respect for our patrons. We lend items, trusting that they will be returned on time and in good condition so we can, in turn, lend them again to others.

Our policies are the guides we use to treat everyone fairly and with respect.

LIBRARY CARDS

Statement of Responsibility

All library card holders will:

- Accept responsibility for any use of their library card and agree to abide by library policies and procedures
- Pay for all lost or damaged materials and pay all charges incurred on their card
- Report lost or stolen cards immediately
- Report changes of name, address, phone number and email promptly
- Accept responsibility as parents or guardians for all charges for lost or damaged items on their children's library cards until 17 years of age

The library acknowledges that all materials except museum passes and R-rated movies may be checked out to any valid library card holder. Museum passes and R-rated movies may only be checked out by adult card holders.

All ^{persons} individuals applying for a library card must present a photo ID.

A. CONDITIONS FOR LIBRARY CARD ELIGIBILITY:

1. Free library card, three-year renewal

a. Lives in Moorestown

All Moorestown Township residents are entitled to a free Moorestown Library card based on proof of residency. Proof may be a driver's license, tax bill, or a current bill stating the applicant's name and address. Cardholders under the age of 17 must have their application signed by a parent or guardian, who must show proof of residency.

b. Owns property in Moorestown

Any non-resident Moorestown Township property owner may receive a three-year library card by presenting a current, dated Moorestown tax bill for the property owned.

2. Free library card, annual renewal

a. Attends school in Moorestown

Students in any public or private school based in Moorestown may receive a free card based on proof of current enrollment. Students under 17 must have their application signed by a parent or guardian, who must show proof of residency.

b. Works in Moorestown.

Employees of

~~Individuals employed by~~ businesses and organizations in Moorestown are eligible for a full service one-year library card. The employee must present a current pay stub or dated proof of employment on company letterhead.

c. Volunteers.

Non-resident library volunteers are eligible for a free one-year Moorestown Library card.

d. Courtesy Cards.

Courtesy cards may be issued at the discretion of the director.

3. Purchasing a non-resident card.

A full-service card is available for \$100 per year and entitles the purchaser to all the materials, programs and services afforded to a resident cardholder. Do we want to reconsider this amount? Do we want to consider a discount for seniors?

B. RENEWING CARDS.

All library cards must be renewed by showing current proof of residence, property ownership, employment, or enrollment in Moorestown. At the time of renewal all outstanding charges must be paid in full. Parents and/or legal guardians are responsible for all charges on their children's (under 17) cards. Parents/guardians cannot renew any card for which they are responsible until all accounts are paid in full.

C. REPLACEMENT CARDS.

The library charges \$1 to replace a lost library card. At no time is any individual permitted to use more than one valid library card.

D. USE OF CARDS BY OTHERS.

Library cards are issued to *specific* individuals. A library card may be used by others with the cardholder's permission if the physical card is present unless that member's own borrowing privileges have been revoked. The card holder is responsible for the use of their card and any charges incurred.

E. LINKED GROUPS.

A Linked Group consists of two or more library cards that are linked together allowing cardholders in the group to review, modify or resolve issues for other members of the group. At least one adult must be in the group.

F. LOST OR STOLEN CARDS.

Patrons
Cardholders must immediately report a lost or stolen card to the Circulation Department.
Patrons
Cardholders are liable for materials charged out from the time of loss to the time reported.

G. LOAN PERIODS AND BORROWING LIMITS

1. Loan Periods and Renewals

| Materials | Loan Period | Renewals |
|--|-------------|----------|
| books, audiobooks, music CDs, circulating encyclopedias | 4 weeks | 2 |
| new books, discovery packs, nature packs, binge boxes, children's holiday collection | 2 weeks | 2 |
| DVDs, magazines | 1 week | 2 |
| museum passes | 3 days | 0 |
| book group in a bag | 8 weeks | 0 |
| reference material <i>lent at the discretion of librarian</i> | 1 day | 0 |

No loans are made on newspapers.

2. Renewals

- Patrons*
- Cardholders may renew materials as set forth above.
 - Cardholders may renew materials any time on the library website, www.moorestownlibrary.org; or, during library hours, by telephone to the Circulation Desk, 856-234-0333 option #1; or *in person at the library.* in the library themselves at a library catalog terminal or with staff assistance at the Circulation Desk.
 - Cardholders may not renew any item *requested by* another patron *has requested*.
 - If an item is eligible for renewal, the library will automatically renew the item subject to the limitations listed above on the due date unless the cardholder's library card *has* expired. If the cardholder has an email address on file, an email will be sent confirming the automatic renewal. Cardholders are still ultimately responsible for checking their accounts to confirm all items are renewed or returned on time.

H. REQUESTS/HOLDS

Patrons
Cardholders may place requests for materials any time on the library website, www.moorestownlibrary.org; or, during library hours, by telephone to the Circulation Desk, 856-234-0333, option 1, or *in person at the library.* in the library themselves at a library catalog terminal or with staff assistance at the Circulation Desk.

Patrons
Cardholders will be notified by phone or email when a requested item is ready to be picked up. Requested items will be held for 5 days from the date of notification. After that time, an item not claimed is returned to the shelf or given to the next patron.

Patrons
Cardholders may not check out an item that is on hold for another cardholder unless they are in a Linked Group.

I. OVERDUE MATERIALS

The library sends the cardholder up to three notifications of overdue materials. However, the responsibility for returning borrowed materials is not conditional upon the cardholder receiving overdue notification.

The library suspends borrowing privileges when an item is 28 days overdue or when \$10 or more in charges is posted on the cardholder's account. Staff restores borrowing privileges promptly when materials are returned, found, or paid for and accounts are settled. The library does not suspend borrowing privileges to any cardholder within the same Linked Group as the suspended cardholder.

The Head of Circulation is authorized to suspend privileges at any time before issuing notices, when abuse of borrowing privileges so warrants.

1. Late Charges

The library charges \$25 per day for overdue Museum Passes up to a maximum of \$75. Charges are not incurred on any day that the Library is closed.

2. Claims Returned Materials

When a library cardholder has received an overdue notice for an item and notifies the library that the item was previously returned, the staff will conduct a thorough search for the item.

Staff will notify the cardholder of search results by telephone. The Head of Circulation is authorized to resolve cases in which the cardholder claims the material has been returned but cannot be located within the library. A patron may have no more than three claims returned items at any time.

J. CHARGES FOR LOST, DAMAGED, OR UNRETURNED MATERIALS

1. Lost Materials

The library's circulation system automatically changes the status of overdue materials to a Lost status when the materials are 28 days past due. At that time a billing notice is sent.

2. Damaged Materials

The library does not charge the cardholder for damage due to normal use. If an item is damaged beyond repair or has missing parts, the cardholder will be charged the cost of the item. Damaged items will be held by the library until the item is paid for, the missing parts are returned, or four weeks, whichever comes first. Cardholders may keep damaged items for which they have paid. Books are considered damaged if any part of the book, cover or accompanying material is missing or damaged beyond normal use. Audiovisual materials are considered damaged if any part of the case, cover art, discs or accompanying material is missing or damaged beyond normal use.

3. Replacements

A cardholder may provide a new in-kind replacement of the exact item for a lost item in lieu of payment.

K. BORROWING RECORDS

The library does not ^{Keep} maintain records of what ^{patrons} individuals have borrowed and returned in the past, except when lost materials have not been paid for. All information on the ~~individual~~ ^{of} cardholder ^{is} is confidential except for notification and collection of overdue materials.

L. INTERLIBRARY LOAN

Interlibrary Loan service is available to cardholders in good standing. Any borrower may have only four active requests at any one time. Active requests include both items currently on loan and items currently being searched for.

Most Interlibrary Loan items ^{may be} are checked out for three weeks, ^{and} and DVDs ^{maybe} are checked out for one week. Loan periods may be changed by the lending library. Renewals, which are solely at the discretion of the lending library, cannot be guaranteed. Replacement costs for damaged or lost items are determined by the lending library.

RESOLUTION NO. 2022-5

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 April 27, 2022.

**BOARD OF TRUSTEES
MOORESTOWN LIBRARY**


JAMIE BOREN, SECRETARY


DEANNE BERTINO, PRESIDENT

| | MOTION | AYE | NAY | ABSTAINED | ABSENT |
|------------------|-----------------|-----|-----|-----------|--------|
| Deanne Bertino | | / | | | |
| Jamie Boren | 1 | / | | | |
| Jackie Brownell | | / | | | |
| Micki Ginsberg | | / | | | |
| Caroline Joyce | | / | | | |
| Mary McMahon | 2 nd | / | | | |
| Beth Misselhorn | | / | | | |
| Christine Spigel | | / | | | |
| Kevin Aberant | | / | | | |

