

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

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

Members not in attendance: Beth Misselhorn

The meeting was called to order at 7:01 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 23rd day of May 2022.

Public Comment

Joan Bernstein – She is having difficulty hearing with the online set up. Ms. Serpico made some adjustments which seemed to help.

Meeting Minutes

A motion was made by Ms. Joyce and seconded by Ms. McMahon to accept the minutes of the meeting on April 27, 2022.

VOTE: 8 – 0

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 8 - 0

2. Cash Receipts Analysis Report

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

VOTE: 8 - 0

3. April 2022 Budget Statement

A motion was made by Ms. Joyce and seconded by Ms. Ginsberg to approve the April 2022 Budget Statement.

VOTE: 8 - 0

Directors Report

See Attached.

Old Business

Circulation Policy – Policy Attached.

A motion was made by Ms. Spigel and seconded by Ms. McMahon to approve the new circulation policy as amended in the meeting. (Amended policy attached)

VOTE: 8 - 0

New Business/Trustee Comments

None

Resolutions

None

Public Comment / Trustees Comments

Ms. Bernstein questioned the status of replacing the benches in front of the library that were damaged from the incident involving teens throwing buckets of paint from the roof of the building. It was her recollection that the parents made restitution for the damages. Mr. Aberant said he would investigate and advise.

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, June 22, 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

May 25, 2022

Strategic Plan Update:

The community survey has received over 815 responses! It will end on May 27. Two staff focus groups were held on May 20. Community conversations (focus groups) for students/teens, parents, community leaders, seniors and library advocates are scheduled for May 23-25.

Friends Book Room:

Grace Construction did a walk-through of the space on Thursday, May 12 and is awaiting pricing from subcontractors.

Personnel, Interns and Volunteers:

- PT Library Assistant positions have been offered to recent college graduates, Jolie Smith and Hannah Wolfram. They are scheduled to start in June.
- Moorestown Friends Senior, Char Zhang, has been volunteering in the Circulation Department from 9am-3pm every day in May as his Senior Project.
- Clarion University student Kiera Clay will be completing a library school internship this summer at the library. She will be volunteering 135 hours and will be assisting with archival and preservation projects.

Summer Reading: *June 20-August 27*

Readers of all ages can complete pre-literacy tasks or read books for prizes including candy, B&N gift cards or a chance to win a family pass to Grounds for Sculpture! Patrons can log books into ReadSquared via the ReadSquared app or library's website. Summer program highlights include storytellers, magic, comedy, robots, and a visit from Adventure Aquarium. In celebration of the 25th anniversary of Harry Potter, the library will host a Harry Potter-themed escape room and diorama contest. Look for the Friends sponsored banner on Main Street June 20-July 5.

Outreach:

- SECOND STREET MARKET – the library will have a table and offer a program/craft for children at each Second Street Market in 2022 (2nd Thursday of the month, April-October)
- MOORESTOWN DAY – the library will have a table at Moorestown Day to promote summer reading and the Northstar Digital resource.
- MOORESTOWN BUSINESS ASSOCIATION AND ROTARY – Library staff and a representative from Data Axle will be presenting this business resource to these groups at meetings in June.

NexTrex:

As part of the Year of the Environment, plastic bags and plastic film are being collected in the lobbies at town hall and the library to send to Trex. The township hopes to gather enough plastic to get a Trex bench!

MOORESTOWN LIBRARY

CIRCULATION POLICY

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 the child reaches 18 years of age

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 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 18 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 18 must have their application signed by a parent or guardian, who must show proof of residency.

b. Works in Moorestown

Employees of 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. A reduced fee non-resident card is available to senior citizens aged 65 or older, active-duty military personnel and first responders with appropriate, verifying identification for \$50 per year.

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 18) 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 must immediately report a lost or stolen card to the Circulation Department.
Patrons 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

- a. Patrons may renew materials as set forth above.
- b. Patrons 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 the library themselves at a library catalog terminal or with staff assistance at the Circulation Desk.
- c. Patrons may not renew any item requested by another patron.
- d. 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 patron has an email address on file, an email will be sent confirming the automatic renewal. Patrons are still ultimately responsible for checking their accounts to confirm all items are renewed or returned on time.

H. REQUESTS/HOLDS

Patrons 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.

Patrons 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 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 records of what patrons have borrowed and returned in the past, except when lost materials have not been paid for. All information on cardholders 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 checked out for three weeks. DVDs may be 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 and overdue charges are determined by the lending library and are the responsibility of the borrower.

Approved by the Moorestown Library Board of Trustees – May 25, 2022