

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

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

Members not in attendance: Kevin Aberant, Mary McMahon

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 July 2022.

Public Comment

None

Meeting Minutes

A motion was made by Ms. Joyce and seconded by Ms. Ginsberg to accept the minutes of the meeting on June 20, 2022.

VOTE: 5 – 0 (Ms. Bertino Abstained)

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 6 - 0

2. Cash Receipts Analysis Report

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

VOTE: 6 - 0

3. June 2022 Budget Statement

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

VOTE: 6 - 0

4. Invoices in Excess of \$2,000.00

- a. A motion was made by Ms. Ginsberg and seconded by Ms. Joyce to approve an invoice from Innovative in the amount of \$3,780 in connection with the migration and implementation of Polaris – milestone 1
VOTE: 6 - 0

- b. A motion was made by Ms. Boren and seconded by Ms. Ginsberg to approve an invoice from Innovative in the amount of \$3,790 in connection with the migration and implementation of Polaris – milestone 2
VOTE: 6 – 0

- c. A motion was made by Ms. Ginsberg and seconded by Ms. Joyce to approve an invoice from Innovative in the amount of \$7560 in connection with the migration and implementation of Polaris – milestone 3
VOTE: 6 – 0

- d. A motion was made by Ms. Boren and seconded by Ms. Ginsberg to approve an invoice from Innovative in the amount of \$3,790 in connection with the migration and implementation of Polaris – milestone 2
VOTE: 6 – 0

- e. A motion was made by Ms. Boren and seconded by Ms. Misselhorn to approve an invoice from Innovative in the amount of \$3,790 in connection with the migration and implementation of Polaris – milestone 4

- f. A motion was made by Ms. Ginsberg and seconded by Ms. Ms. Joyce to approve an invoice from Library Development Solutions in the amount of \$7,500 in connection with the second payment for the Moorestown Library Strategic Planning Project.

- g. A motion was made by Ms. Boren and seconded by Ms. Joyce to approve an invoice from OCLC in the amount of \$2,104.89 in connection with the cataloging and metadata subscription (7.1.2022-6.30.2023)
VOTE: 6 – 0

- h. A motion was made by Ms. Joyce and seconded by Ms. Ginsberg to approve an invoice from LinkedIn in the amount of \$4,500 in connection with the subscription to LinkedIn Learning (7.3.2022-7.02.2023)
VOTE: 6 – 0

- 5. The Board acknowledges receipt of the final report of the Financial Statement Audit for the year ending 2021. No members had any questions or concerns.

Directors Report

See Attached.

Old Business

Benches – The update from Mr. Aberant as reported by Ms. Serpico was that there was no money to replace the bench per the clean-up agreement. The Board requested that Ms. Serpico speak with Mr. Aberant and DPW about possibly staining the wood on the bench a dark color to match the staining from the vandalism.

New Business/Trustee Comments

1. A proposed amendment to the Breaks policy by Ms. Serpico for the employees was discussed. A motion was made by Ms. Boren to approve the change in policy and seconded by Ms. Misselhorn.

VOTE: 6 -0

Breaks Policy will now read as follows:

Employees are entitled to one fifteen (15) minute break per three (3) hour work period. Breaks are not to be used to extend a lunch or dinner hour or to shorten the workday. Employees cannot leave the premises while on break.

Employees are entitled to either a thirty (30) minute or one (1) hour unpaid meal break. Meal breaks must be scheduled with the supervisor to always insure adequate staffing.

2. A proposed change to the Patron Conduct Policy regarding photography was made by Ms. Serpico. A motion was made by Ms. Boren and seconded by Ms. Misselhorn to approve the proposed change in the Patron Conduct Policy.

VOTE: 6 – 0

The bullet point regarding photography in the current policy will be replaced with the following:

- Photography or filming of patrons on the library premises without the written consent of the people being photographed.

Resolutions

A motion was made by Ms. Misselhorn and seconded by Ms. Joyce to adopt resolution 2022-6.

See Attached

Resolution Authorizing Moorestown Library to Purge Expired Library Cards

Public Comment / Trustees Comments

None

Adjournment

A motion was made to adjourn the meeting by Ms. Boren at 8:02 pm and seconded by Ms. Joyce.

VOTE: 6 - 0

The next meeting is Wednesday, August 24, 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 - revised

July 27, 2022

Statistical highlights: June 2022 compared to June 2021

CHECKOUTS – 11,717, a 26% increase

GATE COUNT - 10,871, a 55% increase

LIBRARY CARD APPLICATIONS – 156, a 123% increase

SUMMER READING – As of July 19, 815 patrons are participating in summer reading – a 24% increase over the total number of participants in 2021.

Strategic Plan Update:

The consultants met with the Strategic Planning Committee on June 30 to review results from the survey and focus groups. The committee discussed goals and were asked to submit ideas for values, vision, and mission statements. The consultants will craft some options for the committee to consider at a future meeting. A draft of the site survey was created and shared with the library director.

Friends Book Room:

In a recent meeting of the Friends Board of Trustees, the Friends expressed interest in moving forward with the Friends Book Room despite facing an increased cost estimate. Discussions continue with the township inspector and Grace Construction.

Collection update:

The library will be acquiring 11 hotspots that can be reserved (via LendingKey) and checked out by patrons for up to 2 weeks. The collection is scheduled to launch in August. The hotspots and LendingKey are sponsored by the Friends.

Database update:

The NJ State Library provides several databases to NJ Libraries free of charge. They recently discontinued Job and Career Accelerator, Rosetta Stone and Brainfuse but added Peterson's Test and Career Center, Health Source: Consumer Edition and Nursing/Academic Edition, and Newspaper Source Plus (which includes the Philadelphia Inquirer). Based on usage, the library will not renew Universal Class but has paid to continue to offer Brainfuse.

Participation Agreement with Verizon via JerseyConnect:

The library received a participation agreement with prices for discounted Verizon services in partnership with JerseyConnect.

GigE EVPL Premier Access Line (EVPL) for \$320 month.

Ethernet Virtual Connection ERS EVC Basic-1 GBPS for \$160 a month.

Total - \$480 month before taxes and fees

A meeting is planned with the township manager and IT manager for next week.

RESOLUTION NO. 2022-6

RESOLUTION AUTHORIZING MOORESTOWN LIBRARY TO PURGE EXPIRED LIBRARY CARDS

WHEREAS, the Library has recognized that it is important to maintain a current and timely list of library card holders; and,

WHEREAS, the Library has recognized that it has a duty to verify and update card holder registration information on a regular basis; and,

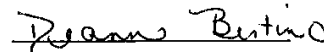
WHEREAS, the Library has determined that it is in the Library's best interest to maintain accurate account information for courtesy emails, overdue notices, and other communications; and

WHEREAS, the Circulation Policy of the Moorestown Library adopted on May 25, 2022 states that library cards expire after three years of non-use; now, therefore, be it RESOLVED, that the Library Board resolved to purge its rosters of library cards of all non-users along with their outstanding balances after a period of six years.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on July 27, 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	2nd	X			
Mary McMahon					X
Beth Misselhorn	X	X			
Kevin Aberant					X