

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
August 24, 2022
7:00 PM

Members in attendance: Kevin Aberant, Dee Bertino, Jamie Boren, Jackie Brownell, Micki Ginsberg, Christopher Keating, Mary McMahon, *Joan Serpico - Director*

Members not in attendance: Caroline Joyce, 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 24th day of August 2022.

Public Comment

None

Meeting Minutes

A motion was made by Mr. Aberant and seconded by Ms. Ginsberg to accept the minutes of the meeting on July 27, 2022.

VOTE: 6 – 0

Financial Discussions

1. Cash Disbursements Analysis Report

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

VOTE: 6 - 0

2. Cash Receipts Analysis Report

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

VOTE: 6 - 0

3. July 2022 Budget Statement

A motion was made by Ms. Ginsberg and seconded by Mr. Aberant to approve the July 2022 Budget Statement.

VOTE: 6 – 0

4. Invoices in Excess of \$2,000

A motion was made by Mr. Aberant and seconded by Ms. Ginsberg to approve an invoice from Corporate Facilities of NJ (CFI) in the amount of \$2,624.24 in connection with office furnishings (from Capital Account).

VOTE: 6 - 0

Directors Report

See Attached.

Old Business

Mr. Aberant brought a slat from the bench that was vandalized into the meeting. He had the wood identified as teak. Once identified, he did some research and found out that it could be sanded and oiled and the black stains that are currently on the wood will go away. He showed us this with the slat he had removed. He will talk with DPW about taking this project on to get the benches back to looking more appealing as they sit in front of the main entrance to the library.

New Business/Trustee Comments

Mr. Christophe Keating was sworn in as a member to the Board of Trustee to fill the unexpired term of Chris Spirgel.

The board unanimously approved the revised holiday and closing schedule for the library, moving the training day to November 4, 2022.

Resolutions

A motion was made by Mr. Keating and seconded by Mr. Aberant to adopt resolution 2022-7.

See Attached

Resolution Authorizing Moorestown Library to Sell Surplus on GovDeals

Public Comment / Trustees Comments

None

Adjournment

A motion was made to adjourn the meeting by Ms. Boren at 7:34 pm and seconded by Mr. Aberant.

VOTE: 9 - 0

The next meeting is Wednesday, September 28, 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

August 24, 2022

Statistical highlights: July 2022 compared to July 2021

CHECKOUTS – 11,422, 15% increase

GATE COUNT – 11,358, 39% increase

LIBRARY CARD APPLICATIONS – 154, 54% increase

Programming highlights:

Early literacy programs – 744 attendees

Harry Potter Escape Room - 145 attendees

Gardening programs – 54 attendees

Strategic Plan Update:

A revised draft of the site survey and a first draft of the strategic plan were recently sent by consultants. The strategic planning committee will review in September.

Collection update:

Hotspots are now available for checkout. Two are being used to boost the Wi-Fi in high use areas.

Wi-Fi update:

The library entered into a participation agreement with Verizon via JerseyConnect. Implementation is expected in 2-3 months.

Weeding 101:

Staff continue to weed collection based on age and usage according to the guidelines provided by Crew Manual and cross referenced with the Public Catalog. This is an ongoing effort to keep the collection refreshed and to provide space for uses requested by patrons and recommended by the strategic plan.

Staff training:

Library staff will be undergoing training in the coming months:

Windows 11 - self-directed training to be completed by August 31 to prepare for this upgrade.

Cybersecurity – self-directed training provided by township to be completed by November 30.

Polaris – instructor led training to prepare for new ILS system. Launch date is October 26.

Staffing:

A library assistant in Circulation has taken on a leadership role on the Social Media team and new responsibilities in Technical Services to cover for a recent retirement. A new employee to assist with shelving, primarily in Youth Services, will be sought in September.

RESOLUTION NO. 2022-7

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 August 24, 2022.

**BOARD OF TRUSTEES
MOORESTOWN LIBRARY**


JAMIE BOREN, SECRETARY


DEANNE BERTINO, PRESIDENT

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Kevin Aberant	x	x			
Deanne Bertino		x			
Jamie Boren		x			
Jackie Brownell		x			
Micki Ginsberg		x			
Caroline Joyce					x
Chris Keating	2nd	x			
Mary McMahon		x			
Beth Misselhorn					x

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, 11-4-2022 (Revised 8.24.2022)

*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.

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

Approved by the Board of Trustees on December 14, 2021

Revision approved August 24, 2022