

**Moorestown Library Board of Trustees Meeting**  
**Moorestown, NJ 08057**  
**OFFICIAL ACTION**  
**Meeting Agenda**  
***December 21, 2022***  
**7:00 PM**

**Members in attendance:** Kevin Aberant, Dee Bertino, Jamie Boren, Caroline Joyce, Christopher Keating, *Joan Serpico - Director*

**Members not in attendance:** Jackie Brownell, Micki Ginsberg, Mary McMahan, Beth Misselhorn

**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 19<sup>th</sup> day of December 2022.

**Public Comment**

None

**Financial Discussions**

**1. Cash Disbursements Analysis Report**

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

**VOTE: 5 – 0**

**2. Cash Receipts Analysis Report**

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

**VOTE: 5 – 0**

**3. November 2022 Budget Statement**

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

**VOTE: 5 – 0**

**4. Invoices in Excess of \$2,000**

A motion was made by Mr. Aberant and seconded by Mr. Keating to approve an invoice from EBSCO In the amount of \$5,888.70 for annual magazine subscription renewal.

**VOTE: 5 – 0**

A motion was made by Mr. Aberant and seconded by Ms. Joyce to approve an invoice from ProQuest in the amount of \$2,070.41 for Syndetics Unbound Upgrade Package for catalog enhancement (12.1.2022-11.30.2023).

**VOTE: 5 – 0**

A motion was made by Mr. Aberant and seconded by Ms. Boren to approve an invoice from Bibliotheca in the amount of \$7,979.79 for a self-check machine in the Children's area. (Preapproved at September 28, 2022 board meeting)

**VOTE: 5 – 0**

A motion was made by Mr. Aberant and seconded by Ms. Boren to approve an invoice from Midwest Tape in the amount of \$6,000 for an advance payment for Hoopla subscription.

**VOTE: 5 – 0**

A motion was made by Mr. Aberant and seconded by Mr. Keating to approve an invoice from OverDrive in the amount of \$3,000 for an advance payment for content purchases of eBooks and eAudiobooks.

**VOTE: 5 – 0**

A motion was made by Mr. Aberant and seconded by Ms. Boren to approve an invoice from Amazon business in the amount of \$3,259.85 for an Elkay Bottle Filing Station, library materials and supplies.

**VOTE: 5 – 0**

A motion was made by Mr. Aberant and seconded by Ms. Boren to approve an invoice from Niche Academy for \$2,500 for an annual subscription to their online learning platform. (See proposal and notes in Director's report)

**VOTE: 5 – 0**

### **Directors Report**

See Attached.

### **Old Business**

Friends book sale room: Still in the process of pricing.

### **New Business/Trustee Comments**

None

## **Resolutions**

A motion was made by Ms. Boren and seconded by Mr. Aberant to adopt resolution 2022-8.

## **See Attached**

### **Resolution Establishing a Capital Expense Plan Reserving Funds**

## **Public Comment / Trustees Comments**

None

## **Closed Session**

A motion was made by Ms. Bertino and seconded by Ms. Boren to move into closed session at 7:41.

**VOTE: 5 – 0**

Discussions were held regarding personnel matters.

A motion was made by Mr. Aberant and seconded by Ms. Boren to move into open session at 7:52.

**VOTE: 5 – 0**

## **Adjournment**

A motion was made to adjourn the meeting by Mr. Aberant at 7:54 pm and seconded by Ms. Boren.

**VOTE: 5 – 0**

**The next meeting is Wednesday, January 25, 2023 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

December 22, 2022

### Statistical highlights:

November 2022 compared to November 2021

CHECKOUTS – 8,352, 8% increase

CHECKOUTS and RENEWALS – 12,859, 35% increase

GATE COUNT – 9,176, 24% increase

LIBRARY CARD APPLICATIONS – 68, 33% increase

### Pre-processing:

The library is preparing to include pre-processing of library materials from its vendor, Ingram. The company will provide shelf ready items that will include a cover, spine label, property stamp, barcode, and a marc record for less than \$2 a book. This will save on supplies and staff time. This was recommended in the library's site assessment portion of the strategic plan: *Books and other items... should arrive fully processed ... from the vendors so that the only think left is to link the book to a catalog record and put it on a shelf. The vendors are the "lowest cost" providers of this service.*

### Niche Academy:

Niche Academy provides an online training platform for public libraries that includes how-to tutorials for library resources like eBooks, eAudiobooks, databases and more. It also provides the tools and process for offering online versions of library programs and staff training. This has proven to dramatically increase patron usage and participation. If we subscribe to Niche Academy BEFORE January 1, 2023, we will be grandfathered into a \$2,500 annual subscription price that would never increase.

### Personnel:

New PT LIBRARY ASSISTANT:

Nele Becker, BA in Human Services with a concentration in Nonprofit Studies

PT ADULT SERVICES LIBRARIAN and FT HEAD OF ADULT SERVICES:

interviewing

### Retirement party:

Denise DiBlasio's retirement party has been postponed to January 2023 due to high levels of staff illness. Library Board of Trustees will be invited. Date TBD. Sponsored by the Friends of the Library.

**RESOLUTION NO. 2022-8**

**ESTABLISHING CAPITAL EXPENSE PLAN AND RESERVING FUNDS**

WHEREAS, the Moorestown Library Board of Trustees (the "Board" or the "Trustees") has undertaken an analysis of the capital improvement needs of the Moorestown Library (the "Library"); and

WHEREAS, the Board has identified several needed capital improvement projects more specifically set forth on the attached Schedule 1 (the "Capital Projects"); and

WHEREAS, the Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED by the Moorestown Library Board of Trustees that the amount of \$90,000 will be set aside for a total of \$131,270.02 which includes \$41,270.02 previously allocated and is hereby restricted for the completion of the Capital Projects.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on December 21, 2022.

**BOARD OF TRUSTEES  
MOORESTOWN LIBRARY**

  
JAMIE BOREN, SECRETARY

  
DEANNE BERTINO, PRESIDENT

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